**NOTICE OF APPOINTMENT**

DATE:

TO: [Employee’s Name]

[Employee’s ID#]

FROM:

RE: Renewal of your Fixed-Term Appointment and

Notice of Appointment for 2020-21

This memorandum serves as formal notice of renewal of your [title of position] appointment in the [Department/School/College] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. The dates of service for this position are [September 16 or July 1, 2020] to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ paid on a [9-/12] month basis. [Note: For 9-month appointment, indicate fall, winter or spring term ending date UNLESS you are giving a contract with a differing end 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, 2021.]

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

**Compliance with NCAA Regulations – Use if the appointee will work with student athletes in Athletics or with student athletes in another capacity, i.e., Advisor, Admissions Counselor, etc:**

This position requires your commitment to comply with all National Collegiate Athletic Association (NCAA) regulations. Personnel within the Department of Intercollegiate Athletics are available to assist you, should you have any questions regarding this requirement.

**Use the following paragraph in ALL letters:**

While it is the University’s hope that we are able to provide your current 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.

**High-Risk Units - If employee is employed within one of these units identified as a high-risk unit, add the following paragraph. *[High-risk units are: Athletics, self-support units in Student Affairs, Transportation Services, Conference Services, the LaSells Stewart Center, Printing and Mailing Services, and the self-support activities at OSU-Cascades (Housing and Dining, Student, Conference, and Parking Services)]***

If the financial circumstances for your unit requires further emergency action, as validated by the President, the FTE or duration of your contract may be reduced. If that occurs, you will be provided with advance notice.

**Academic Teaching/Research Faculty Collective Bargaining Agreement statement - Use if appointee is being placed into a *non-supervisory* UAOSU represented position:**

Academic faculty positions with the job title of <Insert Rank> are represented by United Academics of Oregon State University (UAOSU), AAUP/AFT, AFL-CIO, unless this position is noted as a supervisor of record, in which case the position is not represented by UAOSU. For non-supervisors, 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 Faculty Affairs Academic Resources website: (<https://facultyaffairs.oregonstate.edu/faculty-union-bargaining>).

**Term-by-term Instructor appointments, add the following paragraph:**

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

**Use the following paragraphs in ALL letters:**

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

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

Thank you for your service to the institution.