

(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)

**Model Letter of Renewal and Notice of Appointment
Postdoctoral Scholar**

Note to Departments: This letter of offer constitutes a renewal of appointment for a postdoctoral scholar. Conditions for a subsequent renewal of appointment should not be stated in this letter of offer. All paragraphs listed below are required, as noted.

The renewal should not be processed until an annual review for the previous year has been submitted to and approved by the Office of Postdoctoral Programs in the Graduate School.

Renewals or reappointments can be made for appointment periods of 1 year (12 months) or less, and at an FTE of 1.0 or less.

The postdoctoral scholar must be given a minimum of one month advance notification in writing (email or letter) confirming the appointment end date.

At the time of renewal/reappointment, a stipend increase is required per the NIH NRSA guidelines: <http://gradschool.oregonstate.edu/postdocs/stipends-and-benefits>

Should you have questions, or need an exception to this model letter, contact Employee and Labor Relations (Employee.Relations@oregonstate.edu) in University Human Resources.

Note to Faculty Mentor: If at any time during the appointment you are considering early termination of the appointment (prior to the end date stated in the appointment letter), Employee and Labor Relations (Employee.Relations@oregonstate.edu) to discuss the process.

DATE:

TO: [Scholar's Name]
[Scholar's ID#]

FROM: [Dean/Director, or Department Head/Chair]

SUBJECT: Renewal of Your Postdoctoral Scholar Appointment and
Notice of Appointment

This memorandum serves as formal notice of renewal of your postdoctoral scholar appointment in the [Department/College] of ** _____ for the period beginning ** _____ and ending _____. Your FTE for this period will be [_____].

Title and Stipend – Use in EACH letter:

The appointment carries the title of postdoctoral scholar at a stipend rate of \$ _____ per month.

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. 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/faculty-union-bargaining>).

OSU Policies and Standards – Use in EACH letter:

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

Assigned duties – Use in EACH letter:

Your assignment is defined in the Individual Development Plan which you and your mentor co-created and submitted to the Office of Postdoctoral Programs within three months of the start date of your appointment. For more information about the postdoctoral scholar appointment at OSU, see <http://gradschool.oregonstate.edu/postdocs/individual-development-plan>

If this notice is understood and acceptable to you and so that there is an official record regarding your appointment, please sign one copy of this memorandum and return it to me for your internship file in the department/college. The original is for your own records.

[Dean, Director or Department Head/Chair]

[Faculty Mentor]

cc: Human Resources Unit
[Dean, Director, Department Head/Chair]