SAMPLE NOTICE OF APPOINTMENT
Current Employee - Summer Academic Wage Appointment

This letter constitutes an initial notice of appointment for a summer academic wage employee. Conditions for reappointment of summer academic wage appointments should *not* be stated in the letter.

**Summer session dates are: June 16 – September 15**

Note: 9-month academic faculty members paid from gift, grants and contracts may budget a maximum of 3.0 months summer salary if allowed by the gift, grant or contract and approved by the department chair/head and dean.

NOTICE OF APPOINTMENT

DATE: ____________________________

TO: [Employee’s Name]  [Employee’s ID#]

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

SUBJECT: Summer Academic Wage Appointment

I am pleased to offer you a summer academic wage appointment as _______ in the [Department/College] of __________ for the period beginning ** __________ and ending ** __________. [Note: If this appointment is for less than the full summer session, indicate actual dates of the work period not to exceed September 15.] Your appointment is for _____ FTE and your summer salary will be prorated based on your FTE and current annual salary rate for this period of employment.

**ALTERNATIVE Paragraph:** If this employee will be paid from a gift, grants, or contract funding source(s), use the following paragraph in place of the previous paragraph:

I am pleased to offer you a summer academic wage appointment as _______ in the [Department/College] of __________ for the period beginning ** __________ and ending ** __________, contingent on receipt and continuation of gift, grant or contract funds designated to cover your salary and benefits for this period. [Note: If this appointment is for less than the full summer session, indicate actual dates of the work period not to exceed September 15.] Your appointment is for _____ FTE and your summer salary will be prorated based on your FTE and current annual salary rate for this period of employment.

**ALTERNATIVE Paragraph:** If this employee will be paid a lump sum payment:

I am pleased to offer you a summer academic wage appointment as _______ in the Department/College of __________ for the period beginning ** __________ and ending ** __________. [If this appointment is for less than the full summer session, indicate actual dates of the work period not to exceed September 15.] Your total salary of $________ will be distributed over your appointment period.
Term-by-term Instructor appointments (optional statement): This statement may be used for term-by-term Instructor appointments when low course enrollment is a concern and the (college/unit) would like to make the offer 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.

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 OSU 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.

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.

Assigned duties – Use in EACH letter:

Your responsibilities will include (briefly describe).

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 Statement – 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.

Thank you for your service to the institution.

I accept the appointment as described above:

______________________________  
[Signature of Employee]  
Date

c: Your HR team