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

**Model Letter of Offer**

**CURRENT EMPLOYEE**

**HIRED INTO AN ADMINISTRATIVE POSITION**

**MAINTAINING TENURE STATUS AND TENURE HOME**

**This letter of offer is for a current employee hired into an administrative position who will be maintaining his/her 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 business center human resources unit. If you have questions, please contact your business center human resources unit.**

**Important – Generally, a faculty member who is serving in an administrative position while maintaining his/her 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 (9 OR 12)-month 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 Academic 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am pleased to offer you the position of [Director/Department Chair/Department Head] of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at Oregon State University. You will serve in this position at the pleasure of the Dean.

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 XX. **(\*\*Insert Split FTE Appointment language as appropriate**). 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 Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be reduced to 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, 1.0 FTE OR part-time XX FTE], [9 OR 12]-month tenured appointment as [Assistant Professor/Associate Professor/Professor] in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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].

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. 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.

**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 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.

**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 the Office of Human Resources employee benefits section at (541) 737-2805 if you have questions regarding your benefits.

**Tech Transfer– Use in EACH letter:**

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

**Acceptance Paragraph: 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.

We look forward to your acceptance of this offer.

Sincerely,

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

[Dean, Director, Department Head/Chair]

I accept this offer, as outlined in this letter.

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

Employee Name Date

c: Vice Provost, Academic Affairs

BC Human Resources