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

## SAMPLE NOTICE OF APPOINTMENT

**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 gifts, grants or contract 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.**

Date

University Address

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

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.

Because of the temporary and at-will nature of an academic wage position, it is possible that financial circumstances may necessitate a change or end to your appointment at any time.

**FOR INSTRUCTION Appointments: (Required statement):**

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

**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.

**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.

**Assigned duties – Use in EACH letter:**

Your responsibilities will include (briefly describe).

**Personal Demographic Paragraph – Use if appointee has never been employed by OSU (NOTE: A new form MAY be required when rehiring or reappointing a former employee. See the OSCAR Rehire/Reappoint tasks instructional text when rehiring or reappointing a former employee to determine whether or not a new form is required.) The paragraph can be excluded if a form is not required:**

Please complete the enclosed Personal Demographic form and return it to \_\_\_\_\_\_\_\_\_\_. This will speed up your access to campus services.

**Technology Transfer Statement – Use one of the following paragraphs, as appropriate:**

**Use if a Personal Demographic form is required:**

Oregon State University has a technology transfer program. All OSU employees are required to sign an agreement concerning the rights to technology developed during their employment at OSU. If you would like additional information, including rights to a royalty share, contact the Office of Commercialization and Corporate Development, Kerr Administration Building A312, (541) 737-3888.

**Use if a Personal Demographic form is NOT required:**

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 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 or Department Chair/Head]*

I accept the offer as outlined in this letter.

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

*[Employee Name]* Date

c: Your HR team