

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

[Date]

[Employee's Name]

[Employee's ID#]

[Title]

[Department/College]

Oregon State University

NOTE TO DEPARTMENTS: Use this model letter if the 60 days written notification requirements CANNOT be met prior to the expiration of the employee's current contract and contract renewal must occur in order to meet the 60 days written notification requirement. Contact the Director of the Office of Human Resources before issuing.

Dear [Name of Employee]:

This memorandum will confirm the status of your appointment at Oregon State University. I am informing you that your fixed-term position in the [Department/Unit] of _____ will end on [See notation], and you will not receive a subsequent appointment. The University's internal guidance regarding notice of non-reappointment provides for 60 days written notice prior to the end of an employee's contract period. Therefore, OSU will renew your current appointment, which expires on [See notation], until [See notation], 2010, so that you will have 60 days written notice of non-renewal.

[Note: enter the original contract end date for this employee and the new contract end date necessary to meet the 60 days written notification requirement regarding non-renewal notification for professional faculty, instructors, and senior instructors.]

This appointment carries the title of ["Instructor", "Senior Instructor" or "Professional, Non-teaching Faculty"] and is for ____ FTE at your current annual salary rate. Your duties as [Rank/Title] are outlined in [the attached position description/position description on file] in your [college/department].

This appointment is subject to the provisions of the Oregon Administrative Rules of the State Board of Higher Education, as well as any applicable Oregon State University rules and policies, which are incorporated by reference herein.

I appreciate your service to [Department/Unit] and wish you well in your future endeavors. If I can be of assistance to you as you seek other employment opportunities, please let me know.

Sincerely,

Noted and approved:

[Name]

[Title]

[Dean/Vice Provost/Vice President]

I would appreciate having your signature below only to acknowledge receipt of this letter. Please return one acknowledged copy to me.

Receipt Acknowledged

Date

C: Employee Records and Information – Office of Human Resources
OR
Business Center HR Unit
(following signature by employee)