

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

NOTICE OF APPOINTMENT

DATE:

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

FROM:

SUBJECT: Reappointment to Fixed-Term Appointment and
Notice of Appointment for 2008-09

Note to Department:
If the employee is a Professional Faculty member and you are giving a contract for a period of less than one year, consult with the Office of Human Resources ASAP.

This memorandum serves as formal notice to reappoint you to a [9-/12-] month fixed-term position in the [Department/College] of _____ for the period _____ [September 16 or July 1, 2008] to _____ [for 12-month appointment, indicate 3, 6 or 12 month ending date; for 9-month appointment, indicate 3, 6 or 9 month ending, UNLESS you are giving a contract with a differing ending date because of regular operating needs. In this case, you may give a contract for any length of time up to 9 or 12 months, as appropriate, not to exceed June 30, 2009. Please note information in the text box above.]

The appointment carries the [rank/title] of _____ [if title use: "Professional, Non-teaching Faculty"] and is for [_____] FTE at your current annual salary rate.

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.

Your duties as [title] are outlined in the [attached position description/position description on file] in your [department/college].

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 personnel file in the Office of Human Resources. The original is for your own records.

Thank you for your service to the institution.

Approved:

[Signature of Dean/Vice Provost/Vice President]
[Title]

I accept the appointment as described above:

Signature of Employee

Date

c: Employee Records & Information – Office of Human Resources
(following signature by faculty member)