

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

NOTICE OF APPOINTMENT

DATE:

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

FROM:

SUBJECT: Renewal of Your Fixed-Term Appointment and
Notice of Appointment for 2008-09

Note to Department:
Use this letter only for renewal of
appointments funded by gifts, grants, or
contracts.

This memorandum serves as formal notice of renewal of your appointment to a [9-/12-] month fixed-term
position in the [Department/College] of \_\_\_\_\_ for the period \_\_\_\_\_ [September 16 or July 1,
2008] through \_\_\_\_\_ [June 15 or June 30, 2009]\* or until exhaustion of the grant funds designated
to cover your salary and benefits, whichever comes first.

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)

\* or specify end date of the grant or contract funding