

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

NOTICE OF REASONABLE ASSURANCE

DATE:

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

FROM:

SUBJECT: Notice of Reasonable Assurance for 2008-09

In accordance with ORS 351.267, you are hereby notified that you have a reasonable assurance of continued employment with Oregon State University for the 2008-09 academic year. For your convenience, ORS 351.267 is reproduced below.

Receipt Acknowledged:

Signature of Employee

Date

APPROVED:

[Signature of Dean, Vice President or Vice Provost]

Date

351.267 Notice of reasonable assurance of continued employment; effect of failure to give notice.

(1) The State Board of Higher Education shall give individual, written notice of reasonable assurance of continued employment to all employees who are to perform services in the same or a similar capacity during a subsequent academic year or term or in the period immediately following a recess period. Such notice shall be given by June 15 of each year for employees employed as of that date and as of the date of hire for employees subsequent to June 15.

(2) Academic staff members on annual or indefinite tenure and all other employees on regular status are considered to have been given notice for the purposes of this section.

(3) No liability shall accrue from failure to give the notice required by subsection (1) of this section or from the timing or contents thereof on the part of the board. However, the board shall enforce the provisions of subsection (1) of this section.

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