

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

**Model Letter of Offer and Notice of Appointment
Postdoctoral Scholar**

Note to Departments: *This letter of offer constitutes an initial notice of appointment for a postdoctoral scholar. Conditions for renewal of this appointment should not be stated in this letter of offer. All paragraphs listed below are required, as noted. Please ensure that you clearly articulate the stipend/salary on a monthly basis, prorated for the appropriate FTE.*

Commit no more than one academic year appointment in this letter of offer and notice of appointment. For renewal of appointment in subsequent years or terms, complete a model notice of reappointment available at <http://oregonstate.edu/admin/hr/model.html>.

This letter of offer and notice of appointment is for a new employee hired into a non-tenure track, fixed-term position. Conditions for renewal of this fixed-term appointment are not to be stated in this letter. If you have questions, please contact the Office of Human Resources.

Note: *This must be a 12-Month Appointments: the fiscal year beginning and ending dates are July 1 – June 30. 12-month appointments may start on any day on or after July 1.*

Should you have questions, or need an exception to this model letter, contact the Associate Director of Employee and Labor Relations in the Office of Human Resources.

Date
Inside Address

Dear _____:

I am pleased to offer you a [full-time, 1.00 FTE OR part-time, 0.XX FTE] postdoctoral scholar appointment in the [Office/Department/College] of _____. This letter, when accepted below, serves as a notice of appointment for the period beginning ____ and ending ** ____ with a full-time 12-month annual [stipend/salary] of \$ _____ per month. Reappointments are at the discretion of _____.

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 [full-time, 1.00 FTE OR part-time, 0.XX FTE] postdoctoral scholar appointment in the [Office/Department/College] of _____. This letter, when accepted below, serves as a notice of appointment for the period beginning ** ____ and ending ** ____, contingent on receipt and continuation of gift, grant, or contract funds sufficient to cover your salary and benefits for this period. Your full-time 12-month annual [stipend/salary rate will be \$ _____ per month. Reappointments are at the discretion of _____.

Offer Prior to Degree Completion - If the department would like to make an employment offer prior to a candidate's completion of his/her required degree(s), the following paragraph must be included. The candidate must complete his/her academic program and be granted the required degree(s) no later than the start date of their employment.

This offer of employment is contingent upon completion of your ___***__ degree by [enter appointment begin date here] _____, the start date of your employment. Please provide proof of completion of your degree to [department head or other appropriate department/college administrator] before the start date in order to demonstrate that the contingency has been met.

OAR Provisions – Use in EACH letter:

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 this reference.

USCIS Requirement – Use if the appointee is NOT a US citizen or resident alien:

As I am sure you understand, we must make this offer contingent on your ability to obtain and maintain appropriate work authorization from the U.S. Citizenship and Immigration Services, as required by U.S. law. It will be your responsibility to contact us once you have a final determination/approval from USCIS regarding your work authorization.

Criminal History Check - Use when an offer of employment is contingent upon a satisfactory criminal history check (CHC):

This offer of employment is contingent upon completion of a satisfactory criminal history check. 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. A release form to conduct this check is enclosed. After completion, please return to the location and address included on the final page of the form. You will be notified once the required check is complete.

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 offer of employment is contingent upon verification of a satisfactory driving history and possession of a valid driver's license. If this requirement is not met at the time of appointment, your start date will be adjusted to a later date. Please obtain your driving history for the past 2 years from your issuing state's Department of Motor Vehicles and submit an electronic copy to: employee.relations@oregonstate.edu or fax a hard copy to 541-737-0553.

Assigned duties – Use in EACH letter:

Your position responsibilities are identified in your position description, available from the department.

This position meets the criteria for exemption from the provisions of the Fair Labor Standards Act, thus, you will not be eligible to receive overtime compensation.

Insurance

Upon accepting this appointment you must enroll in the health insurance plan at the following website: <http://studenthealth.oregonstate.edu/insurance/>. If you have other health insurance coverage deemed comparable to the University's plan, you may waive coverage under the University's plan. Information on waiving coverage is available at <http://studenthealth.oregonstate.edu/insurance/>. If you waive coverage under the University plan, you are not eligible to receive the University's contribution towards health insurance premiums as a cash back option.

VISA Service Fees - Use one of the following paragraphs if you are appointing a non-resident alien into this position and there are associated visa processing fees:

1) If the department/unit is paying for visa processing fees, use this paragraph:

OSU will pay fees for visa services provided by the International Faculty and Scholars (ISFS). Upon receipt of payment from your department, and prior to the start of your employment at OSU, ISFS will provide visa services. For more information about ISFS services, please visit <http://oregonstate.edu/international/atosu/scholars>.

2) **If the appointee will be required to pay for visa processing fees, use this paragraph:**

If eligible, you will be required to pay fees for visa services provided by the International Faculty and Scholars (ISFS). Payment must be received before any immigration services will be provided on your behalf. For more information about ISFS services, please visit <http://oregonstate.edu/international/atosu/scholars>.

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 your 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 B308, (541) 737-0674.

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, Department Head/Chair]

I accept this offer, as outlined in this letter.

Employee Name

Date

cc: Business Center Human Resources Unit (following employee signature)
[Dean, Director or Department Head/Chair]

SAMPLE