

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

**SAMPLE NOTICE OF APPOINTMENT  
Summer Academic Wage Appointment**

This letter constitutes an initial notice of appointment for a summer academic wage employee. Conditions for reappointment of summer academic wage appointments should not be stated in the letter.

**\*\*Summer session dates are: June 16 – September 15**

**NOTE: For appointments that exceed summer pay limit of 2.5 months salary, you are required to submit a letter of justification attached to the Job Form for approval to the Business Center HR Manager. This option is only available to individuals paid on gift, grant or contract funds.**

NOTICE OF APPOINTMENT

DATE:

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

FROM: [Dean, Director, or Department Chair/Head]

SUBJECT: Summer Academic Wage Appointment

**Note to Department:** Use this letter for a person who is currently employed or has been previously employed by OSU.

I am pleased to offer you a summer academic wage appointment as \_\_\_\_\_ in the [Department/College] of \_\_\_\_\_ for the period \*\*\_\_\_\_\_ to \*\*\_\_\_\_\_. [Note: If this appointment is for less than the full summer session, indicate actual dates of the work period not to exceed September 15.] Your appointment is for \_\_\_\_\_ FTE and your summer salary will be prorated based on your FTE and current annual salary rate for this period of employment.

**If this employee will be paid from gift, grant, or contract funding sources, the following paragraph may be used in place of the previous paragraph:**

I am pleased to offer you a summer academic wage appointment as \_\_\_\_\_ in the [Department/College] of \_\_\_\_\_ for the period \*\*\_\_\_\_\_ to \*\*\_\_\_\_\_ or until exhaustion of the gift, grant or contract funds designated to cover your salary and benefits, whichever comes first. [Note: If this appointment is for less than the full summer session, indicate actual dates of the work period not to exceed September 15.] Your appointment is for \_\_\_\_\_ FTE and your summer salary will be prorated based on your FTE and current annual salary rate for this period of employment.

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 responsibilities will include (briefly describe).

**If this employee will be teaching, the following sentence may be included:**

Your appointment and salary are subject to minimum enrollment standards for each summer session course you have been assigned to teach. If enrollment is not sufficient, your salary will be adjusted accordingly.

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.

Thank you for your service to the institution.

I accept the appointment as described above:

\_\_\_\_\_  
*[Signature of Employee]*                      Date

c: BC Human Resources