

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

**SAMPLE NOTICE OF APPOINTMENT  
NEW EMPLOYEE - 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 separate request for approval to the Business Center HR Manager prior to offering employment. This option is only available to individuals paid on gift, grant or contract funds.**

Date  
Inside Address

Dear \_\_\_\_\_:

I am pleased to offer you a [full-time, (1.00 FTE)/part-time, (0.XX FTE)] summer academic wage appointment as \_\_\_\_\_ in the [Office/Department/ College] of \_\_\_\_\_. This letter, when accepted below, serves as a notice of appointment for the period \*\* \_\_\_\_\_ to \*\* \_\_\_\_\_ with a full-time [9/12]-month annual salary rate of \$\_\_\_\_\_.

**ALTERNATIVE PARAGRAPH: 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 [full-time, (1.00 FTE)/part-time, (0.XX FTE)] summer academic wage appointment as \_\_\_\_\_ in the [Office/Department/ College] of \_\_\_\_\_. This letter, when accepted below, serves as a notice of appointment for the period \*\* \_\_\_\_\_ to \*\* \_\_\_\_\_, contingent upon receipt and continuation of gift, grant or contract funds sufficient to cover your salary and benefits for this period. Your full-time [9/12]-month annual salary rate will be \$\_\_\_\_\_.

**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.

**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.

**Compliance with NCAA Regulations – Use if the appointee will work with student athletes in Athletics or with student athletes in another capacity, i.e., Advisor, Admissions Counselor, etc:**

This position requires your commitment to comply with all National Collegiate Athletic Association (NCAA) regulations. Personnel within the Department of Intercollegiate Athletics are available to assist you, should you have any questions regarding this requirement.

**Assigned duties – Use in EACH letter:**

Your responsibilities will include \_\_\_\_\_.

**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.

**FLSA STATEMENT - Please include ONE of the following paragraphs, as appropriate:**

**(For EXEMPT employees)**

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.

**(For NON-EXEMPT employees)**

This position does not meet the criteria for exemption from the provisions of the Fair Labor Standards Act; thus you will be eligible to receive overtime compensation, as appropriate. Overtime requires prior approval from your supervisor.

**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 International Scholar & Faculty Services (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 International Scholar & Faculty Services (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>.

**Benefits - Select one of the following paragraphs, as appropriate:**

**Use if appointee is eligible for benefits (appointment .50 FTE or greater)**

Visit the “Inside OSU” website for new employees at <http://oregonstate.edu/admin/hr/orient/> to review health benefit plan options, pension and retirement savings options, and how to enroll. You must enroll in your health benefits **within 30 days** of your hire date. Benefits are generally effective the first of the month after your hire date and completion of the enrollment process. The “Inside OSU” website also contains general information to orient you to OSU including work/life balance topics and resources. If you are in a pension eligible position, you will be asked to make a pension program election before you complete your first six (6) full months of employment. Pension contributions will be made on your behalf by the University after you have served a waiting period of six (6) full months from your hire date. This website contains additional information regarding pension eligible positions: <http://oregonstate.edu/admin/hr/orient/benefits/uf/pension>.

**Use if appointee is not eligible for benefits (appointment less than .50 FTE)**

Visit the "Inside OSU" website for new employees at <http://oregonstate.edu/admin/hr/orient/> for general information to orient you to OSU including work/life balance topics and resources.

**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 their 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.

If you find this offer to be acceptable, please sign one copy of this letter and return it to me. We are looking forward to your acceptance of this position.

Sincerely,

\_\_\_\_\_  
[Dean, Director or Department Chair/Head]

I accept the offer as outlined in this letter.

\_\_\_\_\_  
[Employee Name]

\_\_\_\_\_  
Date

c: BC Human Resources