

(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 Office of Human Resources 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 \$_____.

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 \$_____.

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.

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.

Oregon State University offers a variety of insurance, retirement and other benefit plans. The Employee Benefits Office will forward a benefit option package in care of your department for your review. Medical, dental, and

life/disability insurance forms must be completed and submitted to the Employee Benefits Office within 60 days of your date of employment in order for you to receive coverage. Your coverage is effective the first day of the calendar month following your date of employment and your submission of the enrollment application. Questions may be directed to the Employee Benefits Office at (541) 737-2805.

Select one of the following two paragraphs to use in the offer letter if you are appointing a Non-Resident Alien into this position:

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

The department will pay fees for visa services provided by the International Student and Faculty Services (ISFS) Office. The department will pay fees prior to the start of your employment at OSU. ISFS will be able to begin providing visa services after it receives payment from the department. For more information about ISFS fees, please see <http://oregonstate.edu/international/scholars/news>

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

You will be required to pay fees for visa services provided by the International Student and Faculty Services (ISFS) Office. Payment must be received prior to beginning your employment at OSU. ISFS will be able to begin providing visa services once your payment is received. For more information about ISFS fees, please see <http://oregonstate.edu/international/scholars/news>.

Please note that you will need to make available to department personnel your original Social Security card in order to complete university employment documents when you begin your position. Further information about this may be found at <http://oregonstate.edu/admin/hr/newempl.html>.

Oregon State University has a technology transfer program. When you arrive at OSU you will be required to sign an agreement concerning the rights to technology developed during your employment at OSU. If you would like additional information including faculty rights to a royalty share, contact the Office of Technology Transfer, Kerr Administration Building A312, (541) 737-0674.

OSU has developed a unique new employee orientation web site, "Inside OSU", at <http://oregonstate.edu/admin/hr/dev/orient/>. We encourage you to visit the site to find links to both campus and community information. You will find checklists, maps, benefits information, orientation dates, and practical recommendations to help you in your successful transition to OSU.

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: Office of Human Resources
Dean or Department Chair/Head