

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

**SAMPLE NOTICE OF APPOINTMENT – Rate of Pay per Course  
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 Office of Human Resources. 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:

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 responsibilities will include teaching the following courses:  
[Complete this section by listing information for each course being taught by the employee.]

CRN	Course	Title	Start Date	End Date	Rate of Pay
XXXXX	XXXXX	XXXXXXXXXXXX	mm/dd/yy	mm/dd/yy	\$X,XXX

Your total salary of \$\_\_\_\_\_ will be distributed over your appointment period. 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.

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.

If this offer is understood and acceptable to you, and so that there is an official record regarding your appointment, please sign one copy of this memorandum and return it to me for your personnel file in the Office of Human Resources. The original is for your own records.

Thank you for your service to the institution.

Sincerely,

\_\_\_\_\_  
[Department Head/Chair]

I accept the appointment as described above:

\_\_\_\_\_  
[Employee's Signature] Date

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