

Position Number:
Index Code:

Notice of Appointment

Dear _____ :

I am pleased to offer you a _____ FTE appointment as _____ in _____ at Portland State University at an annual salary rate of _____. This appointment is effective _____ through _____ ; thus your actual total salary for this contract period will be _____. This is a fixed term, unranked position that has been placed in the _____ job family. This appointment is eligible for renewal; time served will not count toward tenure.

This position is subject to the provisions of the Oregon Administrative Rules of the State Board of Higher Education, as well as any applicable PSU rules and policies, which are incorporated by reference herein. Please be advised that this position is subject to the terms of the current collective bargaining agreement between Portland State University and the American Association of University Professors (AAUP). You may contact the AAUP office at (503) 725-4414 (aaup@psuaaup.net) for additional information.

Your duties as _____ are outlined in the attached position description. If the terms of this appointment are satisfactory, please sign this letter and return it to me by _____ .

Sincerely,

Dean's / Director's Approval

I accept the appointment as described above and verify the accuracy of all materials submitted for the purpose of obtaining employment.

Signature

Date

Employee ID Number