*[For use ONLY with non-funding-contingent / regular 9-month and 12-month Career Instructional Faculty appointments]*

<DATE>

FACULTY FULL NAME

Dear NAME,

We are pleased to extend to you this **contingent offer** for the position of <classification, category, rank, title> in the <department name> in the <school/college name> at the University of Oregon.

This is a full-time/part-time, \_\_\_% (\_\_.0 FTE) Career instructional faculty appointment with the expectation of continued employment. The annual 9-month (12-month) academic year base salary for this position will be <$XX>. Your appointment will begin in the academic year <202x-2x>, with an anticipated start date of 09/16/202x. *If credit towards promotion approved by School/College and OtP, otherwise delete:* This initial offer reflects the fact that you have been credited with [x] years of prior service toward promotion eligibility.> Future salary increases are governed by [Article 26 of the United Academics (UA) collective bargaining agreement (CBA)](https://hr.uoregon.edu/ua-bargaining-agreement#salary).

Professional responsibilities for all faculty are governed by unit-level policies, which describe expectations for teaching, other activities, and assignments. Although your specific course assignments will be confirmed at a later date, your initial teaching load will be <\_\_courses> per academic year and is subject to change consistent with the unit-level policy. As a Career instructional faculty, you will have a performance review each year for the first three years of employment and at least once every three years thereafter. Additionally, you will be eligible to pursue a promotion review or continuous employment review, as applicable, in your sixth year, less any prior credit specified above.

[Briefly describe any workload modifications, with a clear statement about the term of such modifications, when they start and end, and a clear statement that they are subject to change at the discretion of the department head/dean and/or unit-level policy. Otherwise delete.]

The job location for this position is Eugene, OR. All faculty positions are hired with an expectation of up to 10% travel, which will vary based on the needs of the position (teaching, presentations, etc.).

The University of Oregon provides a generous benefits program for eligible employees, including health, dental, vision, and retirement plans, which is described on the Human Resources website: <http://benefits.uoregon.edu/>. If you have any specific questions, we can put you in touch with our benefits office. The University also offers tuition remission benefits for eligible staff and their families outlined here [https https://hr.uoregon.edu/you-uo](https://hr.uoregon.edu/hr-programs-services/work-life-resources/uo-perks).

[IF APPLICABLE (MOVING): Subject to UO’s policies and procedures regarding reimbursable moving/relocation expenses, we will also make available up to [$X,000] for eligible moving expenses. This amount corresponds to **Moving Allowance Payroll Option 1**, receipts and proof of payment are required for all expenses except meals. The procedures for claiming moving/relocation expense reimbursements can be found on the UO Business Office Moving / Relocation Expense page: <http://ba.uoregon.edu/content/movingrelocation-expenses>. Please note that reimbursements for moving expenses paid to you through university payroll will be subject to federal and state taxes. Accordingly, I encourage you to speak with your own tax advisor before making your moving arrangements. Please also consult your unit for information regarding movers who work with the university and with whom the university has direct billing arrangements. If you voluntarily terminate employment at UO within one (1) year of your official hire date, all amounts paid for your moving/relocation shall be reimbursed by you to the UO unless an alternative arrangement is made in writing.]

This appointment and the terms and conditions of this letter are subject to and incorporate by reference all UO policies and the United Academics collective bargaining agreement (CBA), as applicable, including future changes or amendments to the policies or CBA that may be made by the University or through the collective bargaining process. Article 1 of the CBA provides guidance regarding those positions that are in or out of the unit. Important CBA provisions are listed below. This position is also subject to applicable unit or department level policies and procedures, including future changes or amendments. You may contact Human Resources at [hrinfo@uoregon.edu](mailto:hrinfo@uoregon.edu) with any questions. In the event of a conflict between applicable policy and/or CBA provisions and offer letters provided to you by UO, the policy and/or CBA provisions take precedence.

Important Contingencies: All employees working in the United States must provide evidence of their eligibility to work in the USA. Therefore, all offers of employment are contingent upon the employee’s ability to demonstrate eligibility to work in the United States. All offers of employment are also contingent upon successful completion of job-related background checks and degree verification. Your official notice of appointment will be issued automatically via the university’s online application system.

We look forward to working with you at <Unit, School/College>. If you agree to the terms of this contingent offer, please sign below and return this letter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department or Unit Head Name, Title Date  
Department or Unit Name

**By signing below, I am agreeing to the terms set forth above in this contingent offer letter**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Name Date

CC:

Relevant administrative contacts for the hire (deans, associate deans, hiring managers, directors of personnel/policy, etc.)

Office of the Provost

**UO policies, CBA and Unit Level Policies links:**

* [United Academics Collective Bargaining Agreement](https://hr.uoregon.edu/united-academics)
  + [Article 4: Unit Policies](https://hr.uoregon.edu/ua-bargaining-agreement#unit-level-policies)
  + [Article 15: Academic Classification and Rank](https://hr.uoregon.edu/ua-bargaining-agreement#academic-classification-and-rank)
  + [Article 16: Notices of Appointment](https://hr.uoregon.edu/ua-bargaining-agreement#notices-of-appointment)
  + [Article 17: Assignment of Professional Responsibilities](https://hr.uoregon.edu/ua-bargaining-agreement#assignment-of-professional-responsibilities)
  + [Article 19: Career Faculty Review and Promotion](https://hr.uoregon.edu/ua-bargaining-agreement#career-faculty-review-and-promotion)
  + [Article 22: Grievance Procedure](https://hr.uoregon.edu/ua-bargaining-agreement#grievance-procedure)
  + [Article 24: Discipline and Termination for Cause](https://hr.uoregon.edu/ua-bargaining-agreement#discipline-and-termination-for-cause)
* [UO Policy Library](https://policies.uoregon.edu/)
* [School/college and unit/department policies](https://provost.uoregon.edu/department-unit-policies)