DATE

[Name]

[Address]

[Address]

[Address]

via email

Dear [Mr. /Ms. /Dr.] <Last Name>

It is with great pleasure we extend this contingent offer for the position of <RANK> in the <unit> within <school, college or the Office of Research and Innovation> at the University of Oregon.

This initial offer is for a [career/pro tem/post doc] funding-contingent, Non-Tenure-Track Faculty (NTTF) position [with x rank and/or title] and will be for a period of <initial appointment period> at <FTE> and will begin on <START DATE>. <add any information about duration here if there are limitations>. The [9/12] month salary for this position is at the annual base rate of <SALARY>.

**OR [Alternative Paragraphs DO NOT INCLUDE BOTH]**

This initial offer is for a [career/pro tem], Non-Tenure-Track Faculty (NTTF) position [with x rank and/or title] and will be for a period of <initial appointment period> at <FTE> and will begin on <START DATE>. <add any information about duration here if there are limitations>. The [9/12]-month salary for this position is at the annual base rate of <SALARY>.

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://hr.uoregon.edu/hr-programs-services/work-life-resources/uo-perks>.

UO requires all students and employees to be fully vaccinated against COVID-19 or request an exemption. Additional health and safety protocols, including COVID-19 testing, may also be required. Information about COVID-19 protocols for new hires can be found on the HR Website: <https://hr.uoregon.edu/uo-covid-19-vaccination-requirement-new-hire-instructions-supervisors>.

<If there are other components being offered like moving expenses put those here>

This appointment is subject to UO policy and the United Academics collective bargaining agreement (CBA), to the extent applicable. Article 1 of the CBA provides guidance regarding those positions that are in or out of the unit. Notably, most NTTF and pro tem positions are covered by the CBA. Important CBA provisions are highlighted below. This position is also subject to certain unit or department level policies and procedures. 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 check 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, C&I>. If you agree to the terms of this contingent offer, please sign below and return this letter.

Sincerely,

Name

title

cc: <Supervisor>

<unit director or dean>

<upload to my Track>

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

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

Applicant’s Name and Date

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

UA CBA is available at: <https://hr.uoregon.edu/employee-and-labor-relations/uo-bargaining-units-cbas/united-academics>

Notice of Appointment (including layoff and mid-contract termination rights)– See Article 16.

Grievances – See Article 22

Discipline – See Article 24 (including when contracts can be terminated mid-term for cause)

UO Policies are available at: <https://policies.uoregon.edu/>

Unit level policies are available at: <https://academicaffairs.uoregon.edu/content/departmental-policies>