[DATE]

[Name]

[Address]

[Address]

[Address]

via email

Dear <First 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.

**[Position Type. Include one of the four options below (only one, delete the other three):]**

**[For Career (regular, non-funding-contingent)]**

This initial offer is for a Career position [with x rank and/or title] with an expectation of continued employment at <FTE> and will begin on <START DATE>. The [9/12]-month salary for this position is at the annual base rate of <SALARY>. [If granted prior credit towards promotion: This initial offer reflects the fact that you have been credited with [x] years of prior service toward promotion eligibility.]

**[Or, for Career (funding-contingent)]**

This initial offer is for a Career position [with x rank and/or title] with an expectation of continued employment as long as funding is known to be available for the position at <FTE> and will begin on <START DATE>. The [9/12]-month salary for this position is at the annual base rate of <SALARY>. [If granted prior credit towards promotion: This initial offer reflects the fact that you have been credited with [x] years of prior service toward promotion eligibility.]

**[Or, for Pro Tem / Visiting / Retired (regular, non-funding-contingent)]**

This initial offer is for a [Pro Tem/Visting/Retired] 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>, through <END 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, for Pro Tem / Visiting / Postdoc / Postbacc / Retired (funding-contingent)]**

This initial offer is for a [Pro Tem/Visiting/Postdoc/Postbacc] funding-contingent 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> through <END 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>.

**[Job Location Considerations, customize as appropriate.]**

The primary job location for this position is [Eugene, OR; Portland, OR; Charleston, OR; fully remote; or custom]. [Additionally, include one of the following:

* All faculty positions are hired with an expectation of up to 10% travel, which will vary based on the needs of the position (conferences, field work, research, etc.).
* Work at other locations may be required and/or approved by your supervisor, department, or unit head as a part of workload assignments and will be defined with reasonable notice. All faculty positions are hired with an expectation of up to 10% travel which will vary based on the needs of the position (conferences, field work, research, etc.).
* Work at and travel between [home campus and secondary campus or field site(s)] [frequency; e.g. twice weekly, weekly, monthly] is required by this position. Additionally, all faculty positions are hired with an expectation of up to 10% travel which will vary based on the needs of the position (conferences, field work, research, etc.).
* This appointment requires travel [regionally, nationally, internationally] up to [xx – no less than 10%] percent of the time to perform the duties of this position.

[ (Rare) If relocation during employment is known to be required at the time of hire, please include details here.].

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 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 Career and Limited Durations 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>  
 <Office of the Provost>

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/united-academics>

* Article 16: Notice of Appointment (including layoff and mid-contract termination rights)
* Article 22: Grievances
* Article 24: Discipline (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>