

ARTICLE [x]. NOTICES OF APPOINTMENT

Section 1. Description.

~~A Notice of Appointment is a summary of the terms of employment for a faculty member.~~

Oregon Tech shall provide each bargaining unit faculty member with a timely written Notice of Appointment at the time of hire and at each annual contract renewal, to include ~~but not be limited to, all of~~ the following:

i) Classification ~~(type of appointment)~~ and Rank

~~ii) Duration: fixed-term or continuous appointment~~

iii) Period of Appointment stating effective start and end dates and appointment basis (9month, 10.5mo, 11mo or 12mo) ~~and for fixed-term appointments the appointment duration, and whether the appointment is renewable~~

iv) Annual FTE

v) Annual Base Salary Rate and actual appointment salary (based on FTE) including annual stipends ~~additional pay or special conditions~~

vi) Assigned department ~~(s)~~ and campus location, including online

vii) Any credit granted toward promotion or tenure, if applicable.

viii) Statement that the position is subject to a collective bargaining agreement between Oregon Tech and the Association, OT-AAUP, with electronic information on accessing the current Agreement.

Individuals shall have an opportunity to review their Notice of Appointment and clarify inconsistencies, omissions or errors with the Office of Human Resources or the Office of the Provost within the first term of their effective starting date of appointment.

A joint appointment for a bargaining unit member shall be indicated on the Notice of Appointment by including in (vi) all assigned departments, units, or colleges, and the percentage of FTE assigned to each.

OT-AAUP Notices of Appoint

