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## Faculty Notice of Appointment

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1 **Academic Year:** 2019-2020      2 **Appointment Term:** 09/16/2019 - 06/15/2020

3 **Name:** ██████████      4 **Department:** ██████████ Department

5 **Rank/Title:** Professor/Professor-      6 **Disciplinary (CIP) Code:** Communication & Media Studies (0901) as of 10/14/2019

7 **Year in Rank:** 28

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Southern Oregon University confirms your Notice of Appointment under the terms and conditions of employment indicated below:

8 **Appointment Type:** Indefinite Tenure      9 **Term of Service:** 9 months (Paid over 9 months)

10 **Appointment Salary Rate:** \$103,764.00 @ 1 FTE      11 **Sabbatical During Term?** No

12 **Appointment Salary Rate** does not reflect changes made after start of contract or reductions due to Sabbatical or other special agreements in place.

13 **Benefits Eligibility:** This position is eligible for health insurance and other benefits in effect at the time of appointment as stated in policies and rule the SOU Retirement website.

**APPOINTMENT HISTORY**

Rank/Title	Effective	Salary Rate	Term	Posn #	Change Reason
Professor/Professor-	09/16/2019	\$103,764.00 @ 1 FTE	9 months	██████████	Leave-Summer Leave Ends
Professor/Professor-	01/01/2020	\$110,509.00 @ 1 FTE	9 months	██████████	Pay Change-COLA

14 **SPECIAL CONDITIONS**  
**Conditions of Employment:** Workload expectations are outlined in the APSOU CBA, Article 19. Teaching assignments may include University Studies/Seminar, online courses, Medford and Ashland campus classes, and day, evening, and weekend courses.

15 **Compensation:** Any approved and authorized salary change shall automatically amend this contract.

As a member of the faculty, you are subject to the provisions of the Oregon Law, regulations, and any applicable SOU rules and policies; as well as the terms of the current Association of Professors, Southern Oregon University (APSOU) Collective Bargaining Agreement (Faculty Resources). The terms of your appointment may be amended by a change in regulation, by mutual agreement, or reassignment. The University will not honor verbal agreements, unofficial letters of understanding or other documents that have not been sanctioned by the President or their designee.

As teaching faculty, your responsibilities include instruction, academic advising, posting and maintenance of appropriate office hours; scholarly work if appropriate; professionally related public service; university service; student support activities; course and professional development and planning.

If you have any questions regarding the above information, please consult with your Chair or Director. If the conditions of your appointment as stated above are in error or differ in any way from your understanding, you must notify Human Resource Service within thirty(30) days of your receipt of this notice. If no changes or amendments are made subsequent to this notice being issued, your appointment will be considered accepted. Your acceptance of this appointment constitutes an acknowledgement of all

## Description of Faculty Notice of Appointment

1. Academic Year: Academic year for which the faculty member’s contract or Notice of Appointment represents.
2. Appointment Term: Typically, faculty are appointed for the full academic year and dates of employment are September 16 through June 15. Where an employee begins employment Winter term, appointment dates are December 16 through June 15. Where an employee begins employment Spring term, appointment dates are March 16 through June 15.
3. Name: Legal name on record with Human Resources.
4. Department Name: Primary department name. Faculty assigned to multiple departments will only see their primary department listed. Primary and secondary departments are identified by the Provost’s Office.
5. Rank/Title: Job rank and position title.
6. Disciplinary (CIP) Code: Four-digit disciplinary code as determined by the [Associate Professors of Southern Oregon University \(APSOU\) Collective Bargaining Agreement](#), Article 12 – Salary and Fringe Benefits, Section G – Disciplinary Codes. Inquiries around incorrect CIP codes should be directed to the Division Director.
7. Year in Rank: refers to the current year-in-rank. The “current year-in-rank” includes the year in progress; the number of “completed years in rank” is the total of all years in rank completed prior to the current academic year.

8. Appointment Type: Appointment type reflects one of the following: Annual Tenure (Professorial Tenure Track), Fixed Term (Professional 3-year extendable or 1-year renewable), Fixed Term Adjunct (1-year Adjunct), Indefinite Tenure (Tenure), or Tenure Relinquishment.
9. Term of Service: Months in active employment and pay basis. Typical academic year appointments will see “9 months (paid over 9 months).” Faculty who opted to receive their 9 month salary in 12 equal monthly installments (deferred pay) will see “9 months (paid over 12 months).”
10. Appointment Salary Rate: Annualized salary rate for the academic year appointment. Note: Appointment Salary Rate will not reflect changes made after the start of the contract, reductions due to sabbatical or any other special agreements.
11. Sabbatical During Term: “No” if no sabbatical is being observed. “Yes” if sabbatical is being observed. If “Yes”, term(s) for the sabbatical leave will be listed for the respective academic year. Note(s): 1) Sabbatical During Term will not reflect changes made after the start of the contract, reductions due to sabbatical or any other special agreements. 2) Faculty on sabbatical will receive a separate contract from the Provost’s Office detailing the terms of the approved sabbatical.
12. Benefits/Retirement Eligibility: This position is eligible for health insurance, and other benefits in effect at the time of appointment as stated in policies and rules, (OAR 101-15). For retirement eligibility, please contact the benefits officer @ (541) 552-6167 or visit the SOU Retirement website.
13. Appointment History: Employment history for the respective academic year and detailed reason for change. Faculty who opted to receive their 9 month salary in 12 equal monthly installments (deferred pay) will see an appointment effective date of October 1. Note(s): 1) Rank/Title may not reflect changes made after the start of the contract. 2) Faculty on sabbatical will receive a separate contract from the Provost’s Office detailing the terms of the approved sabbatical.
14. Special Conditions: Pertinent information regarding professional faculty, professorial faculty and compensation.
15. Conditions of Employment: All remaining questions regarding the Faculty Notice of Appointment should be directed to the Program Chair/Division Director or the Provost’s Office.