

First paragraph language for offer letters for 12-month 0.75 FTE college funded tenure track positions

Congratulations! I am pleased to offer you a full-time, 1.0 FTE tenure-track position as Extension Assistant Professor in the Department of *[insert department and college]* at Oregon State University. This is a 12-month appointment at an annual full-time salary rate of *[\$\$]* for the period of July 1 to June 30 and funded at 0.75 FTE by the college and 0.25 FTE by the faculty member through grants and contracts. For the first three years, full funding would be provided by the college at 1.0 FTE. Your initial appointment begins on *[insert start date]*. We believe that your knowledge, skills, and experience would be a great fit for our department, and it is our hope that you will enjoy your role and make significant contribution to the overall success of OSU. Please take the time to review our offer as it includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with OSU.

First paragraph language for position posting and PD for 12-month 0.75 FTE college funded tenure track positions

This is a full-time, 1.0 FTE tenure-track position at Oregon State University in the department of *[input dept. name and college]*. This position is funded at 0.75 FTE and the faculty member is expected to fund the other 0.25 FTE from grants and contracts. For the first three years, full funding would be provided by the college at 1.0 FTE. This position has assignment as *[input title of position]* Extension Specialist with a *[input statewide or regional]* assignment. This position contributes to the missions of OSU Extension Service and the College of Agricultural Sciences with principal responsibility for needs assessment, Extension program development, Extension teaching, and program evaluation.