

Fall 2015 Letter of Appointment
template changes: addition of new
fields and definitions:

Hints for Completing Each Template

For more information please email us at comp-classification@montana.edu

What's Changing and Why

- Listening to feedback HR has:
 - Made clarifying changes
 - Added (on applicable templates)
 - The link to New Faculty Orientation information
 - A checkbox signifying first time faculty hires
- The amendments are intended to add value to:
 - The Originator experience
 - Presentation of the final document
 - Provost's Office record keeping
- HR to reissue pdf versions; meanwhile Word templates will be online

NTT Appointment and Overload LoA

- Yellow highlight
 - Please complete all sections
- Green highlight
 - Please draw employee attention to New Faculty Orientation to be held at the start of each semester. Everyone welcome.
- Please paginate as necessary after all fields are filled
- Please print on clean paper



Letter of Appointment

Date

Name

Address

City, State Zip

Dear Name:

I am delighted to offer you employment with the (NAME of Department/School) at Montana State University in the position of (POSITION TITLE). Your appointment term is (START DATE) to (END DATE). Your monthly payment is in the amount of (\$MONTHLY PAYMENT) and will consist of (NUMBER OF WORKLOAD UNITS).

Assignments of 15 workload units per semester (30 workload units per Academic Year) are considered full load. Workload units in excess of this amount are considered Overload.

Your job duties will include the following:

As a non-tenure track faculty member at Montana State University you are invited to attend New Faculty Orientation – an event recommended for new faculty. Please visit the Center for Faculty Excellence website at <http://www.montana.edu/facultyexcellence/> for date and location.

Benefits Information

While employed at Montana State University, you may be eligible for benefits provided to employees appointed by Letter of Appointment under the policies of Montana State University and the Montana University System. Please contact your Human Resources Benefit Associate at 406-994-3651 for additional information.

Please note that workload units in excess of 15 per semester or 30 per academic year do not accrue sick leave.

Appointment Provisions

The following provisions apply to this appointment:

1. While an employee of Montana State University, you are subject to all institutional policies and procedures governing the conduct of employees. All relevant University policies may be accessed at <http://www.montana.edu/level2/policy.html>.
2. This appointment is contingent upon successful performance, continuing need for the position, and the continued availability of sufficient funding from the current funding source for this position and/or the employing program, project or unit. If funding is not available or sufficient to support the position, this appointment may be terminated within the appointment term at the option of the University.
3. This appointment is not be considered final nor binding until you have satisfactorily passed any required background check
4. This appointment may be terminated for cause at any time.
5. This appointment expires automatically at the end of the term specified above or on June 30th, whichever occurs first. No further notice relative to non-renewal will be given.
6. Reappointment from year to year is solely at the discretion of the University.
7. This appointment is not eligible for tenure and time in this appointment does not count as probationary service toward tenure.

Non-Tenure Track & Overload Appointment (Revised 10/6/15)

Employee Name:

NTT Appointment and Overload LoA

- **Yellow highlight**
 - Please complete all sections.
- **Green highlight**
 - Provost and/OR VP can sign
 - Employee signs last (exceptions granted by Provost or VP in unusual circumstances only)
 - Please check the box if this employee is being hired as faculty at MSU for the very first time
 - Monthly Payment: the actual pay per month excluding any overload
 - FTE: the FTE of this contract excluding any overload
 - Monthly Salary: the amount of pay per month if the assignment were 1.0
 - Overload Monthly Payment: the amount of pay per month that is in excess of the Monthly Payment at 1.0 FTE (above)
 - Overload FTE: the amount of FTE of the total assignment that is in excess of 1.0
 - Additional EPAF (.OL suffix) is required for overload

8. Any class or classes you have been assigned to teach may be canceled at any time due to insufficient enrollment or other business necessity. In this event, this contract may be renegotiated or terminated. Montana State University reserves the right to reassign job duties or teaching assignments during the term of this agreement to address changing needs of the institution or department.

Notice of Unionized Status. The position for which you have applied MAY BE a Union covered position. Union affiliation is determined by job duties and the number of workload units assigned.

- **Non-Tenure Track Faculty** – Any position that is .5 FTE or more is represented by the Associated Faculty of Montana State University (AFMSU). Faculty covered by AFMSU must begin paying either membership dues or representation fees within thirty (30) days of hire. This is a condition of employment. Additional information can be found at www.afmsu4ntt.org.
 - o Position(s) where the totality of work is less than 0.5 FTE are not represented by the Union and is not required to pay dues.
 - o If the FTE changes during employment, the representational status of this position could be impacted. If the FTE drops below 0.5 FTE, it is your responsibility to contact the Union and request that your dues be stopped.
 - o Exceptions: Anyone having successfully completed a PE exam or any faculty working in Extension are exempt from the Union.
 - o Faculty members should be familiar with the terms and conditions of their employment and comply with applicable policies, procedures, and laws.
 - o If you are a person with a disability and require a reasonable accommodation in order to perform the duties of your position or if you have any questions about the accommodation process, contact the ADA Coordinator at 406-994-3651.

Welcome to Montana State University. We look forward to working with you.

Sincerely,

Director/Department Head

_____ Dean	_____ Date	_____ Executive Vice President for Academic Affairs and Provost, or Vice President	_____ Date
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I accept this Letter of Appointment offer as outlined in this document.

_____ Employee Signature	_____ Date
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For Department Use Only (please complete for payroll purposes):

Employee GUID: _____ **Check here** if this is the employee's first 4A position at MSU:

Prepared By: _____ Phone: _____ Index: _____

Position Title: _____ Position # _____ **Monthly Payment**
Excluding any overload: \$ _____

Start Date: _____ End Date: _____ **FTE**
Excluding any overload: _____ **Monthly Salary**
Calculated at 1.0 FTE: _____

OVERLOAD (if applicable)

Monthly Payment \$ _____ **FTE**
Overload only: _____ **Overload only:** _____

NTT Appointment Multi-department LoA

- Yellow highlight
 - Please complete all fields
- Green highlight
 - Please draw employee attention to New Faculty Orientation to be held at the start of each semester. Everyone welcome.
- Please paginate as necessary after all fields are filled
- Please print on clean paper



Letter of Appointment

Date _____

Name _____

Address _____

City, State Zip _____

Dear **Name**:

I am delighted to offer you employment at Montana State University. The pertinent details of these appointments are as follows:
 Assignments of 15 workload units per semester (30 workload units per Academic Year) are considered full load. Workload units in excess of this amount are considered Overload. **As a non-tenure track faculty member at Montana State University you are invited to attend New Faculty Orientation – an event recommended for new faculty. Please visit the Center for Faculty Excellence website at <http://www.montana.edu/facultyexcellence/> for date and location.**

<p>Department #1 _____</p> <p>Position Title: _____</p> <p>Monthly Payment: \$ _____</p> <p>Number of Workload Units: _____</p> <p>Start Date: _____</p> <p>End Date: _____</p> <p>FTE: _____</p> <p>Your job duties will include the following: _____</p>	<p>Department #2 _____</p> <p>Position Title: _____</p> <p>Monthly Payment: \$ _____</p> <p>Number of Workload Units: _____</p> <p>Start Date: _____</p> <p>End Date: _____</p> <p>FTE: _____</p> <p>Your job duties will include the following: _____</p>	<p>Department #3 _____</p> <p>Position Title: _____</p> <p>Monthly Payment: \$ _____</p> <p>Number of Workload Units: _____</p> <p>Start Date: _____</p> <p>End Date: _____</p> <p>FTE: _____</p> <p>Your job duties will include the following: _____</p>
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Director/Department Head Signature

Dean Signature

Director/Department Head Signature

Dean Signature

Director/Department Head Signature

Dean Signature

Non-Tenure Track & Overload – Multiple Appointments

Employee Name:
Revised 10/6/2015

NTT Appointment Multi-department LoA

Benefits Information

While employed at Montana State University, you may be eligible for benefits provided to employees appointed by Letter of Appointment under the policies of Montana State University and the Montana University System. Please contact your Human Resources Benefit Associate at 406-994-3651 for additional information.

Please note that workload units in excess of 15 per semester or 30 per academic year do not accrue sick leave.

Appointment Provisions

The following provisions apply to this appointment:

1. While an employee of Montana State University, you are subject to all institutional policies and procedures governing the conduct of employees. All relevant University policies may be accessed at <http://www.montana.edu/level2/policy.html>.
2. This appointment is contingent upon successful performance, continuing need for the position, and the continued availability of sufficient funding from the current funding source for this position and/or the employing program, project or unit. If funding is not available or sufficient to support the position, this appointment may be terminated within the appointment term at the option of the University.
3. This appointment is not be considered final nor binding until you have satisfactorily passed any required background check
4. This appointment may be terminated for cause at any time.
5. This appointment expires automatically at the end of the term specified above or on June 30th, whichever occurs first. No further notice relative to non-renewal will be given.
6. Reappointment from year to year is solely at the discretion of the University.
7. This appointment is not eligible for tenure and time in this appointment does not count as probationary service toward tenure.
8. Any class or classes you have been assigned to teach may be canceled at any time due to insufficient enrollment or other business necessity. In this event, this contract may be renegotiated or terminated. Montana State University reserves the right to reassign job duties or teaching assignments during the term of this agreement to address changing needs of the institution or department.

Notice of Unionized Status. The position for which you have applied MAY BE a Union covered position. Union affiliation is determined by job duties and the number of workload units assigned.

- **Non-Tenure Track Faculty** – Any position that is .5 FTE or more is represented by the Associated Faculty of Montana State University (AFMSU). Faculty covered by AFMSU must begin paying either membership dues or representation fees within thirty (30) days of hire. This is a condition of employment. Additional information can be found at www.afmsu4ntt.org.
 - Position(s) where the totality of work is less than 0.5 FTE are not represented by the Union and is not required to pay dues.
 - If the FTE changes during employment, the representational status of this position could be impacted. If the FTE drops below 0.5 FTE, it is your responsibility to contact the Union and request that your dues be stopped.
 - Exceptions: Anyone having successfully completed a PE exam or any faculty working in Extension are exempt from the Union.
 - Faculty members should be familiar with the terms and conditions of their employment and comply with applicable policies, procedures, and laws.

Non-Tenure Track & Overload – Multiple Appointments

Employee Name:
Revised 10/6/2015



NTT Appointment Multi-department and Overload LoA

- **Yellow Highlight**
 - Please complete all fields
- **Green Highlight**
 - Provost and/or VP sign here
 - Employee signs last (exceptions granted by Provost or VP in unusual circumstances only)
 - FTE and Monthly Payment per the NTT Appointment and Overload LoA template
 - Please check the box if this employee is being hired as faculty at MSU for the very first time
 - Total FTE: combined FTE including all positions but excluding any overload
 - Total Monthly Payment: combined actual monthly pay of each position excluding any overload
 - Overload Monthly Payment and FTE per the NTT Appointment and Overload LoA template
 - An EPAF (.OL suffix) is required for overload

o If you are a person with a disability and require a reasonable accommodation in order to perform the duties of your position or if you have any questions about the accommodation process, contact the ADA Coordinator at 406-994-3651.

Welcome to Montana State University. We look forward to working with you.

Executive Vice President for Academic Affairs and Provost, **or** Vice President for Research _____
Date

I accept this Letter of Appointment offer as outlined in this document

Employee Signature _____
Date

For Department Use Only (please complete for payroll purposes):

Employee GID _____ **LoA** Prepared By _____ Phone _____

Appointment #1:

Position Title	Position #	FTE exclude overload	Start Date	End Date	Monthly Payment excluding any overload	Index	Monthly Salary calculated at 1.0 FTE

Appointment #2:

Position Title	Position #	FTE exclude overload	Start Date	End Date	Monthly Payment excluding any overload	Index	Monthly Salary calculated at 1.0 FTE

Appointment #3:

Position Title	Position #	FTE exclude overload	Start Date	End Date	Monthly Payment excluding any overload	Index	Monthly Salary calculated at 1.0 FTE

Check here if this includes the employee's first 4A position at MSU: **Total FTE** exclude overload, all positions **Total Monthly Payment** exclude overload, all positions

OVERLOAD (if applicable please indicate to which position overload applies)

Position # _____ Monthly Payment \$ _____ FTE: _____

Non-Tenure Track & Overload – Multiple Appointments

Employee Name: _____
Revised 10/6/2015



Letter of Appointment

GID: _____

Date _____

Name _____

Address _____

City, State Zip _____

Dear **Name**:

I am delighted to offer you employment with the **(NAME Department/School)** at Montana State University. The pertinent details of this appointment are as follows:

Position Title:	_____	Start Date:	_____
Position Number:	_____	End Date:	_____
Monthly Payment*:	\$ _____	FTE:	_____

** Monthly salary will be pro-rated based on Start/End Date.*

Your **job duties** will include the following: *duties to be extensive enough for title determination by HR. org. teaching must be listed separately and EPAF split 61123/4*

Benefits Information

While employed at Montana State University, you may be eligible for benefits provided to employees appointed by Letter of Appointment under the policies of Montana State University and the Montana University System. Please contact your Human Resources Benefit Associate at 406-994-3651 for additional information.

Appointment Provisions

The following provisions apply to this appointment:

1. While an employee of Montana State University, you are subject to all institutional policies and procedures governing the conduct of employees. All relevant University policies may be accessed at <http://www.montana.edu/level2/policy.html>.
2. This appointment is contingent upon successful performance, continuing need for the position, and the continued availability of sufficient funding from the current funding source for this position and/or the employing program, project or unit. If funding is not available or sufficient to support the position, this appointment may be terminated within the appointment term at the option of the University.
3. This appointment is not be considered final nor binding until you have satisfactorily passed any required background check.

Professional and/or Research (Form Creation: Spring 2014)

Employee Name: _____

Updated 10.6.15

Professional/Research LoA

- Yellow highlight
 - Please complete all sections
- Green highlight
 - Please include definition of duties sufficient to
 - ID teaching on professional LoA
 - and please split EPAF labor distribution 61123/61124 accordingly
 - Verification of title
- Please paginate as necessary after all fields are filled
- Please print on clean paper



Professional/Research LoA

- Yellow highlight
 - Please complete all sections

- Green highlight
 - Provost and/OR VP can sign
 - Employee signs last (exceptions granted by Provost or VP in unusual circumstances only)
 - Monthly Salary: the amount of pay per month if the assignment were 1.0

4. This appointment may be terminated for cause at any time.
5. This appointment expires automatically at the end of the term specified above or on June 30th, whichever occurs first. No further notice relative to non-renewal will be given.
6. Reappointment from year to year is solely at the discretion of the University.

Approval

This Letter of Appointment is not effective until signed by the Vice President or Executive Vice President for Academic Affairs & Provost. Your signature below indicates your acceptance of this appointment.

Welcome to Montana State University. We look forward to working with you.

Sincerely,

Director/Department Head

Dean

Date

Executive Vice President for Academic Affairs & Provost Vice President

Date

I accept this Letter of Appointment offer as outline in this document.

Employee Signature

Date

For Department Use Only:

Prepared By: _____ Phone: _____ Index: _____

Monthly Salary: _____ \$
(calculated as 1.0 FTE)

LoA MOD (NTT and Professional/ Research)

- Yellow highlight
 - Please complete all sections
- Green highlight
 - Monthly payment is pro-rated to actual dates for professional/research positions
 - Provost and/or VP sign here
 - Employee signs last (exceptions granted by Provost or VP in unusual circumstances only)
- Please paginate as necessary after all fields are filled
- Please print on clean paper



Letter of Appointment Modification Form

Date: _____ Position Title: _____

Name: _____ Position Number: *(original PN, note if MOD results in OL)* _____

Dept./College _____

The undersigned wish to modify the current Letter of Appointment as follows (check all that apply):

	Original Appointment	Modification	Start Date	End Date
<input type="checkbox"/> Change FTE:	_____	_____	_____	_____
<input type="checkbox"/> Workload Units:	_____	_____	_____	_____
<input type="checkbox"/> Change Monthly Payment*:	_____	_____	_____	_____
<input type="checkbox"/> Change End Date:	_____	_____	_____	_____
<input type="checkbox"/> Other:	_____	_____	_____	_____

REQUIRED: Provide an explanation of all changed identified above (i.e. teaching more classes, FTE change due to increased/decreased funding, change in workload units, specify new assignment and # of workload units, etc.).

NOTE: Non-Tenure Track faculty Letters of Appointment (LoA) – assignments of 15 workload units per semester (30 per Academic Year) are considered full load. Workload units in excess of this amount are considered Overload.

Rationale for change(s): _____

Duties: _____

* **For 4B and 4C positions** monthly payment will be pro-rated based on Start/End Date.

All other terms of the Letter of Appointment between the parties remain the same as specified in the original Letter of Appointment.

_____ Department Head/Director	_____ Date	_____ Dean	_____ Date
_____ Executive Vice President for Academic Affairs & Provost or VP	_____ Date	I accept the terms of this modification	
		_____ Employee	_____ Date



LoA MOD (NTT and Professional/ Research)

- Green highlight
 - Please submit another Mod/LoA and EPAF to ensure payroll is correct after the changes detailed in this Modification cease
 - Overload is applicable to NTT assignments only
 - An EPAF (.OL suffix) is required for overload
 - Overload Monthly Payment: the amount of pay per month that is in excess of the Monthly Payment at 1.0 FTE
 - Overload FTE: the amount of FTE of the total assignment that is in excess of 1.0

For Department Use Only:
PLEASE NOTE: Upon end date of the changes detailed in this Modification, the terms and conditions of the employee's assignment do not revert per the original LoA. **A further Modification / Letter of Appointment and EPAF are needed** if such changes end prior to June 30th or the expiration of the original LoA whichever is the sooner.

Employee GID _____

Prepared By: _____ Phone: _____

OVERLOAD (if applicable) Please submit **EPAF with .OL suffix**

Non Tenure Track Faculty only: if this Modification results in Overload, please complete this information:

Monthly Payment FTE
Overload only: \$ _____ Overload only: _____

