

Name \_\_\_\_\_ (as it appears on the Social Security card)

LAST FIRST MIDDLE

I am recommending a fixed term appointment/reappointment for you to the Dean(s)/Director(s) of \_\_\_\_\_ and the Provost with the position/rank and/or title of \_\_\_\_\_ in the Department(s)/School(s)/unit(s) of \_\_\_\_\_ at an annual full-time salary rate of \$\_\_\_\_\_ (plus eligibility for annual salary increase if approved by the Board of Trustees\*\*) for the period from \_\_\_\_\_ through \_\_\_\_\_. This appointment/reappointment is at \_\_\_\_\_ % (percent time) and on an \_\_\_\_\_ (annual (AN) or academic year (AY) basis). This includes a full time administrative increment of \$\_\_\_\_\_.

Assigned duties for this appointment/reappointment are:

Percent Time for: Teach\* \_\_\_\_\_ % Advise \_\_\_\_\_ % Curriculum Development \_\_\_\_\_ % Admin \_\_\_\_\_ % Research \_\_\_\_\_ % Outreach/Public Service \_\_\_\_\_ %

\*If teaching duties are assigned, your signature below acknowledges that you have read the statement "MSU Code of Teaching Responsibility" in the Faculty Handbook.

I am recommending this appointment/reappointment in accordance with Michigan State University's Policy on Fixed Term Appointments (see Michigan State University Faculty Handbook). Please note the following portion of this Policy, which explicitly limits the University's employment commitment:

"All fixed term appointments have a specific termination date. The University has no obligation to provide reappointment or extension of a fixed term appointment beyond the ending date. If reappointment is made, negotiation of conditions of reappointment must originate with the basic administrative unit (department, school, institute, residential college, or other comparable academic unit)."

New appointments made to fixed term positions on or after March 1, 2010 and reappointments made on or after July 1, 2012 can be terminated prior to the expiration of the appointment period for unforeseen budgetary reasons. Ordinarily, a fixed term position will be eliminated for financial reasons at the end of the current appointment period. However, when budgetary circumstances warrant elimination of a fixed term position prior to the ending date of the current appointment, the employee shall be notified of the effective date of his/her termination at least thirty days prior to the effective date of separation. This provision does not apply to fixed term NSCL faculty positions.

This fixed term appointment/reappointment and any subsequent fixed term appointments do not constitute a commitment to an appointment in a continuing appointment system, tenure system or otherwise. Such appointments are made only under the procedures required for the tenure system or other continuing appointment systems, not under the Policy on Fixed Term Appointments.



Department: Please select the appropriate UNTF exclusion reason.

**UNTF Exclusion Reason**

- N/A – This appointment is subject to the terms and conditions of the UNTF contract
- B - This is a fixed term appointment with teaching of credit courses consisting of individualized research, outreach and engagement mentorship courses only
- C - This is a fixed term appointment with teaching duties that consist of guest lectures and presentations only
- E - This is a fixed term appointment – FRIB/NSCL
- F - This is a fixed term appointment - Adjunct, Clinical, and Military - with no MSU salary
- G - This is a fixed term appointment in the colleges of Human Medicine, Osteopathic Medicine, Nursing and Veterinary Medicine which includes the direct provision of medical services
- H - This is a fixed term appointment - Extension - for which the assignment base is not the main campus of MSU in East Lansing or Lansing, MI
- I - This is a fixed term appointment for which the assignment base is not the main campus of MSU in East Lansing or Lansing, MI
- J - This is a fixed term appointment engaged in non-credit instructional activities only
- K - This is a fixed term appointment - Advisor - without credit instructional duties
- L - This is a fixed term appointment - Librarian - without credit instructional duties
- M - This is a fixed term appointment - Research Associate or Post-Doctoral Fellow
- N - This is a fixed term appointment for a visiting faculty appointee with tenure or tenure system status at another institution of higher education
- O - This is a fixed term appointment – Coaches, including Assistant and Associate Coaches
- Q - This appointee is an executive manager, supervisor, confidential employee, or an employee represented by other recognized bargaining agents at MSU; and all other employees
- R – All Faculty and Academic staff with emeritus status who formerly held tenured positions at MSU