

Name LAST FIRST MIDDLE (As it appears on the Social Security Card)

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).

Assigned duties for this appointment/reappointment are:

Table with 4 columns: Activity (Teach\*, Admin, Advise, Research, Curriculum Development, Outreach/Public Service) and Percent Time.

\*If teaching duties are assigned, your signature below acknowledges receipt of a copy of the "Code of Teaching Responsibility" policy. The policy is at: http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty/Instruction/v-codeofteaching.htm

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)."

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.

You may be dismissed prior to the expiration of the period set forth above for incompetence, or for serious personal or professional misconduct, including, but not limited to, failure to carry out your assigned duties, theft or misuse of University property, acts of moral turpitude, insubordination, intellectual dishonesty, use of professional authority to exploit others, or violation of University rules and regulations. Prior to dismissal, your unit administrator shall confer with the dean/separately reporting director and Office of the Provost and provide you with written notice of the reason(s) for dismissal, projected date of dismissal and an opportunity to respond. Disciplinary action other than dismissal may be imposed after your unit administrator has conferred with the dean/separately reporting director and has provided you with written notice of the pending disciplinary action, reason(s) for the disciplinary action and an opportunity to respond. Upon dismissal or other disciplinary action, you will receive written notice of your right to file a grievance under applicable University grievance procedures.

To accept this offer of a fixed term appointment, please sign and return this form to as soon as possible. Your signature acknowledges that you understand and have accepted the terms and conditions of the fixed term appointment which I am recommending.

A formal appointment recommendation cannot be processed until you return this memorandum with your signature affixed below.

Unit Administrator Signature Date Unit Name

My signature affixed below acknowledges that I accept all the terms and conditions of the fixed term appointment which is to be recommended and have read and understand the contents of this memorandum. The Faculty Handbook, which contains policies and information applicable to this appointment, is available on the web at http://www.hr.msu.edu/HRsite/Documents/Faculty/Handbooks/Faculty.

Employee Signature Date

A copy of this form will be provided upon request.

\*\* If not applicable, this phrase should be deleted.