

Name (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: Percent Time for, Teach*, Advise, Curriculum Development, Admin, Research, Outreach/Public Service. Each cell contains a blank line for input and a % symbol.

*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 can be terminated prior to the expiration of the appointment period for 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.

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. See the Fixed Term Appointment policy in the Faculty Handbook for procedural information in the event of dismissal.

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 or other applicable handbook, which contains policies and information relevant to this appointment, is available at http://www.hr.msu.edu/documents/facadhandbooks/index.htm.

Employee Signature Date

A copy of this form will be provided upon request.

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