UNTF Offer Letter for Summer Appointment

(Notes in red are advisory; they are not to be included in the letter)

Dear:

I am pleased to offer you a fixed term appointment as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_ at Michigan State University. The appointment is effective for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_ percent time. The assignment of duties and responsibilities includes meeting all class sessions and completion of grade reporting. Please note that the assignment period may differ slightly from the standard summer appointment period dates. The salary rate will be $\_\_\_\_\_\_\_ and is paid on the last working day of each month during the appointment period. *Based on your employment of \_\_\_\_%, the total pay received for this appointment period will be $\_\_\_\_\_.* (This sentence is optional language and not required. Delete if not using).

This offer for a summer appointment is contingent on course enrollment that meets the University's minimum threshold, normally at least 15 students for lower-division courses, but may be higher as determined by the college**.** Any course failing to meet the MSU minimum enrollment may be at risk of being cancelled. In the event of course cancellation, you will be provided a written notice at least 14 calendar days before the start of your appointment in accordance with the UNTF contract.

A criminal background check is a prerequisite for all faculty and academic staff appointments (excluding foreign nationals who come to MSU directly from residence outside the U.S., for whom the Department of Homeland Security provides the necessary clearance) at Michigan State University. This offer of appointment is contingent on satisfactory criminal background check results, including degree verification. You will be contacted by \_\_\_\_\_\_\_\_\_ to initiate the background check process.

 The appointment offered to you in this letter is subject to the terms and conditions of a collective bargaining agreement between Michigan State University and the Union of Nontenure Track Faculty/AFT, AFL-CIO (UNTF). If you accept this offer, please sign below.

While general expectations about your duties and responsibilities are indicated below and will be further clarified when you arrive on campus, I call to your attention the University’s general expectations regarding instruction as specified in the [Code of Teaching Responsibility](https://hr.msu.edu/policies-procedures/faculty-academic-staff/fas-policies-procedures/academic_responsibilities.html).

Your assigned duties for this summer appointment will be \_\_\_\_\_\_% teaching, \_\_\_\_% research and \_\_\_\_% outreach/service. (Add a statement regarding teaching, research and/or outreach/service responsibilities and expectations for the position.). Your UNTF teaching percent is \_\_\_%.

The attachment to this letter describes a variety of important issues pertaining to faculty and academic staff appointments at Michigan State University. Please read it carefully.

If you have any questions or comments, feel free to contact me by phone at my office (517-\_\_\_-\_\_\_\_) or by email at \_\_\_\_@msu.edu.

Please indicate your acceptance of this offer by signing where indicated below and returning it to me by \_\_\_\_\_\_\_\_\_. On behalf of the faculty and academic staff of the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I look forward to welcoming you as a colleague at Michigan State University and a member of our community.

Sincerely,

Professor and Chairperson (or appropriate title)

cc:

Attachment

I accept the appointment at Michigan State University as described in this letter and the attachment.

Name Date