UNTF Model Offer Letter – Designation B Appointment (AY)

(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.

Include this paragraph if this is the initial Designation B appointment:

You have been granted a Designation B appointment effective for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_ percent time. (This period must be at least five years). The appointment will be on an academic year (nine month) basis with the salary paid on the last working day of each month during the duty period, August 16 through May 15. The salary rate for the initial academic year will be $\_\_\_\_\_\_\_. *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). Faculty and academic staff members appointed on an academic year basis are to be available for university duties from August 16 through May 15. Pursuant to terms of Designation B status, following each annual review that demonstrates continued excellence in teaching, your appointment shall be extended for one (1) year ensuring that appointment is no less than five (5) years.

Include this paragraph if this is an extension to the Designation B appointment:

You had been previously granted an initial Designation B appointment effective from \_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_ (this is the initial Designation B appointment period). Pursuant to terms of Designation B status, your appointment is being extended for another year through the period of \_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_ (this is the new one-year appointment period) based on continued excellence in teaching as demonstrated in your annual review. The appointment will be on an academic year (nine month) basis with the salary paid on the last working day of each month during the duty period, August 16 through May 15. The salary rate for the initial academic year will be $\_\_\_\_\_\_\_. Faculty and academic staff members appointed on an academic year basis are to be available for university duties from August 16 through May 15.

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, 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 \_\_\_\_\_\_semester will be \_\_\_\_\_\_% teaching, \_\_\_\_% research and \_\_\_\_% outreach/service. The college/department will provide the terms of the appointment on a semester or academic year basis (choose whether on a semester or academic year basis. Specify effort distribution for all semesters if feasible; add statement regarding teaching, research and/or outreach/service responsibilities and expectations for position.) Your UNTF teaching percent is \_\_\_%.

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