UNTF Model Offer Letter – New AN (Annual Year) 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 and is probationary (delete “and is probationary” after completion of appointment in the same unit for two or more semesters, i.e., fall and spring). The full-time annual salary rate for this appointment is $\_\_\_\_\_\_\_, with the salary 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).

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. (Criminal background checks are required for **new** appointments and for individuals who have a break in employment of six months or greater. Omit this paragraph if not applicable.)

 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 on a probationary appointment, matters related to discipline or termination are not subject to the grievance or arbitration provisions of the agreement. (delete this paragraph after completion of appointment in the same unit for two or more semesters)

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 \_\_\_\_\_\_semester will be \_\_\_\_\_\_% teaching, \_\_\_\_% research and \_\_\_\_% outreach/service. (Specify effort distribution for the semester; add statement regarding teaching, research and/or outreach/service responsibilities and expectations for 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. (omit if a reappointment)

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