***Print on department letterhead and remove the yellow***

***highlighted areas and enter the appropriate language.***

Date

Name of New Hire

Address

City, State Zip

Dear [First Name]:

I am delighted to offer you a position as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [specify: Assistant Professor, Associate Professor or Professor] with [name of department] at Montana State University, subject to approval by the Commissioner of Higher Education. Upon approval by the Commissioner, you will receive a Montana University System (MUS) Employment Contract.

This offer will not be considered final nor binding until you have satisfactorily passed a background check.

Your appointment begins \_\_\_\_\_\_\_\_\_\_\_\_\_ [specify start date].

**Tenure Status**

The position is tenurable, and your locus of tenure resides in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [specify academic department].

***and/or***

You have been granted [\_\_\_] years of credit towards tenure (add only if true).

***and/or***

Your tenure credit date is [specify date]. You will be reviewed for retention during Fall semester [give year] and for tenure during AY [give academic year].

***and/or***

[Describe the status of any other agreements relative to tenure which have been approved by the Provost.]

Note: The University policies and procedures governing these reviews are spelled out in the Department of [\_\_\_] and College of [\_\_\_] Role, Scope, Criteria, Standards and Review documents. The department and college review documents for the retention review are [attached] or [will be provided when you arrive to commence your appointment.]. The university policies governing tenure review are available electronically on the university website.

Faculty Handbook: <http://www.montana.edu/policy/faculty_handbook/> .

**Terms of Appointment**

Your initial appointment term is [AY or FY] beginning [repeat initial start date] through [give end date, usually end of academic or fiscal year].

**FTE and Salary**

Your FTE will be \_\_\_\_\_\_\_\_ [give decimals (e.g. 1.0)].

Your annual salary for this appointment will be $\_\_\_\_\_\_\_.

**Assignment**

Your role and responsibilities are described on the attached position description.

Your appointment carries [specify: professional practice or instructional, if applicable] expectations with the following distribution of responsibilities:

Teaching \_\_\_\_%

Research/Creative Activity \_\_\_\_%

Service/Outreach \_\_\_\_%

Administration/Other \_\_\_\_%

Total 100 %

Initially you will be assigned [describe assignment in each of the above areas in detail here, including advising responsibilities].

In subsequent years, your distribution of responsibilities will be: [if initial appointment does not reflect department’s standard workload]

Teaching \_\_\_\_%

Research/Creative Activity \_\_\_\_%

Service/Outreach \_\_\_\_%

Administration/Other \_\_\_\_%

Total 100 %

You will be assigned [describe assignment in each of the above areas in detail here, including advising responsibilities]:

Your teaching component also includes a responsibility to advise students and support department and college activities to recruit and retain undergraduate and graduate students. You are responsible for the integration of teaching, research and service within your assignment.

Your course assignments, load or other specific assignments may vary from semester to semester depending on the needs of the department and your own interests. Should your role in the department change, this change will be made in accordance with current MSU policies.

**Annual Review**

Your performance will be evaluated annually. Your initial annual review will take place [give approximate dates].

**Moving Expenses**

The Department will provide a taxable relocation allowance of $xxxxx to be paid on your first paycheck. [if true, the department must complete and submit the Relocation Allowance Request Form and the Gross-Up Calculation Form, if applicable. If not true, delete this section.].

**Orientation**

As a faculty member at Montana State University you are required to attend New Faculty Orientation. You will receive an email with more information from the Center for Faculty Excellence regarding date and location.  Also please visit the Center for Faculty Excellence website at <http://www.montana.edu/facultyexcellence/> for more information.

**Benefits and Leaves**

While employed at Montana State University, you will be eligible for benefits provided to tenurable faculty under state law and the policies of the Montana University System and Montana State University.

Current benefits and leave policies are available at:

<https://www.montana.edu/policy/hr_policies/index.html>

**Obligations**

While an employee of Montana State University, you are subject to all institutional policies and procedures. These are delineated in the Policies and Procedures Manual of the Board of Regents and the policies of Montana State University. All University policies may be accessed on the web at <https://www.montana.edu/policy/#msubozeman>. Policies specific to your rights and responsibilities as a faculty member may be accessible at: <https://www.montana.edu/hr/employee-labor-relations/index.html> .

You are also required to participate in the **First-Year Experience,** which will include a mentoring program and a special series of on-boarding workshops and events presented throughout the academic year by the Center for Faculty Excellence.

At Montana State University, we are committed to providing students with an exceptional educational experience. One of the cornerstones of our commitment to student success is ensuring accessibility and support for our students. As such, we expect that faculty will be available and present on campus during the work week when classes are in session to facilitate meaningful interactions with students both inside and outside the classroom.

Your responsibilities as a faculty member includes maintaining regular office hours to provide students with opportunities for academic support, mentorship and advising. Your presence in your office and availability are essential for fostering a supportive learning environment for students and contributes to the vibrant intellectual community we strive to cultivate at MSU.

The MSU learning management system is used extensively by faculty in both face-to-face and online courses to offer content, communicate with students, post grades, and collect assignments. MSU students are accustomed to and depend on the university’s common learning management system to organize, schedule and support their coursework and academic success.

You will use the learning management system supported by MSU to, at a minimum, post your syllabus, use the announcement tool as the primary means to communicate with students about your class, and post course content in an organized manner. Currently, MSU uses Brightspace by D2L and provides training here: <http://www.montana.edu/ecat/help/>

Starting in Fall Semester 2025, Canvas will be the official MSU required Learning management system.

**Approval**

This appointment is contingent upon approval by the Commissioner of Higher Education.

Please accept this offer by signing below and returning this form to me at [the above address or indicate address if different from the above].

Please make a copy for your files.

Welcome to MSU!

Sincerely,

[Name of Department Head or Dean]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Research Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Vice President for Academic Affairs Date

& Provost

\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_ \_ \_ \_ \_ \_

*I accept the position offered as outlined in this letter.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Employee Signature Date*