Letter of Hire

(MUS Professional Contract Appointment)

February 20, 2025

Dear [Employee Name],

I am delighted to offer you a position as [Job Title] with [Department Name] at Montana State University, subject to approval by the Montana Commissioner of Higher Education. Upon approval by the Commissioner, you will be eligible to receive a MUS Professional Employment Contract.

As discussed, this appointment is a salaried contract position; the duration is the [YYYY AY/YYYY FY]. Unless you receive notice that your contract will not be renewed, your contract will be renewed on the same terms and conditions for an additional term. Notice of non-renewal shall be given in accordance with Board of Regents Policy 711.1.

Your assignment is described in the attached vacancy announcement. The pertinent details of your appointment are as follows:

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

Your appointment begins [Start Date].

1. Terms and Conditions

[For Academic Administrators [if applicable]:

You have been granted the rank of [Rank Title] and [Num of Years] years of credit toward tenure. Your tenure review will be conducted during Academic Year [YYYY].

Or

You have been granted the rank of [Rank Title]. A special review for tenure will be conducted during Academic Year [YYYY] under the [following conditions].

And/or

You have retreat rights to the [Department Name] under the [following conditions].

1. FTE and Salary

Your FTE (full time equivalency) will be [FTE]

Your salary will be $[Salary Amount] per [FY/AY].

1. Relocation Allowance

[If not applicable, delete this section.].

The Department will provide a taxable relocation allowance of $[Amount] to be paid on your first paycheck. [If applicable, the department must complete and submit the Relocation Allowance Request Form]

If you leave the employ of MSU for any reason within one year of your start date, the moving allowance and/or house hunting trip in its entirety must be paid back to MSU prior to the end of employment. The amount may be withheld from your final paycheck(s).

1. Benefits and Leaves

While employed at Montana State University, you will be eligible for benefits provided to nontenurable, nonclassified employees under state law and the policies of the Montana University System and Montana State University. Current benefits and leaves policies are available at:

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

1. Obligations

While an employee of Montana State University, you are subject to all institutional policies and procedures governing the conduct of employees. These are delineated in the Policies and Procedures of the Board of Regents and the policies of Montana State University, especially the Personnel Policies and Procedures Manual. All University policies are available at

[https://www.montana.edu/policy/#msubozeman](https://www.montana.edu/policy/%23msubozeman)

[For Academic Administrators [if applicable]:

The MSU learning management system is used extensively by faculty in 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 standard 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. Starting in the Fall Semester of 2025, Canvas will be the official MSU-required learning management system. Canvas training can be accessed at: <https://ato.montana.edu/canvas/learning/>.

1. Approval

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

Your signature below indicates your acceptance of this appointment.

Welcome to Montana State University. We look forward to working with you!

Sincerely,

[HA/Dept Head Name] Date

[Title]

[Vice President Name] Date

[Title]

[Executive Vice President for Academic Affairs & Provost Name] Date

[Title]

[Employee Name] Date

[Position Number]

[Suffix]