Letter of Hire

(MUS Tenurable Faculty Appointment)

February 20, 2025

Dear [Employee Name],

I am delighted to offer you a position as [Assistant/Associate/Professor] 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 an MUS Employment Contract.

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

Your appointment begins [Start Date].

1. Tenure Status

The position is tenurable, and your locus of tenure resides in the [Academic Department].

And/or if applicable

You have been granted [Number of Years] years of credit towards tenure.

And/or

Your tenure credit date is [Date]. You will be reviewed for retention during the Fall Semester [YYYY] and tenure during the Academic Year [YYYY].

And/or if applicable

[Describe the status of any other agreements relative to tenure that the Provost has approved.]

Note: The University policies and procedures governing these reviews are spelled out in the Department of [Dept Name] and College of [College Name] 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/>.

1. Terms of Appointment

Your initial appointment term is [AY/FY] beginning [Start Date] through [End Date, usually end of AY/FY].

1. FTE and Salary

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

Your annual salary for this appointment will be $[Salary Amount].

1. Assignment

Your role and responsibilities are described in the attached vacancy announcement

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 the initial appointment does not reflect the 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 interests. Should your role in the department change, this change will be made in accordance with current MSU policies.

1. Annual Review

Your performance will be evaluated annually. Your initial annual review will take place [Approximate Date].

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. 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/](http://www.montana.edu/facultyexcellence/%20) for more information.

1. 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>

1. 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](https://www.montana.edu/policy/%23msubozeman). 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 onboarding workshops and events presented throughout the academic year by the Center for Faculty Excellence.

Montana State University is committed to providing students with 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 inside and outside the classroom.

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

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,

[Dept Head/Dean Name] Date

[Title]

[Vice President for Research Name] Date

[Title]

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

[Title]

[Employee Name] Date

[Position Number]