

Memorandum of Understanding

February 20, 2025

The pertinent details of the Memorandum of Understanding regarding commitments for appointment are as follows:

1. Position Information

Montana State University, through the [Department Name], hereby issues a memorandum of understanding for [Employee Name] for the position of [Job Title]. This appointment begins [Start Date].

1. Salary

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

[College will pay 2 months summer salary for first two years (2001, 2002)]

1. Start-Up Package

[$60,000 total ($20,000 from Department, $20,000 from College,

$20,000 from Vice President for Research)\*

$30,000 due at start of appointment (August 16, 2000)

$30,000 due after July 1, 2001]

[\*VP Research share to be reimbursed from Department and College IDCs for three years ($10,000 per year for three years)]

1. Relocation Allowance

[If not applicable, delete this section.].

The [Department Name] will provide a taxable relocation allowance of $[Amount: Reimbursed up to $5,000 from Department]. [If applicable, the department must complete and submit the Relocation Allowance Request Form]

1. Space Provided

[Lab: Lewis Hall - space to be negotiated by Executive Vice President for Academic Affairs & Provost, Dean and Department Head]

[Office: Lewis Hall Room 3005]

1. Renovation Costs

[$50,000 from College (due at start of appointment)]

1. Approval

Signatures below indicate acceptance of this Memorandum of Understanding.

[Department Head] Date

[Title]

[Additional Applicable Involved Parties] Date

[Title]

[Dean] Date

[Title]

[Vice President] Date

[Title]

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

[Title]