

Name \_\_\_\_\_ (as it appears on the Social Security card)

LAST FIRST MIDDLE

I am recommending a fixed term appointment/reappointment for you to the Dean(s)/Director(s) of \_\_\_\_\_ and the Provost with the position/rank and/or title of \_\_\_\_\_ in the Department(s)/School(s)/unit(s) of \_\_\_\_\_ at an annual full-time salary rate of \$\_\_\_\_\_ (plus eligibility for annual salary increase if approved by the Board of Trustees\*\*) for the period from \_\_\_\_\_ through \_\_\_\_\_. This appointment/reappointment is at \_\_\_\_\_ % (percent time) and on an \_\_\_\_\_ (annual (AN) or academic year (AY) basis). This includes a full time administrative increment of \$\_\_\_\_\_.

Assigned duties for this appointment/reappointment are:

Percent Time for: Teach\* \_\_\_\_\_ % Advise \_\_\_\_\_ % Curriculum Development \_\_\_\_\_ % Clinical Service \_\_\_\_\_ % Admin \_\_\_\_\_ % Research \_\_\_\_\_ % Outreach/Public Service \_\_\_\_\_ %

\*If teaching duties are assigned, your signature below acknowledges that you have read the statement "MSU Code of Teaching Responsibility" in the Faculty Handbook.

I am recommending this appointment/reappointment in accordance with Michigan State University's Policy on Fixed Term Appointments (see Michigan State University Faculty Handbook). Please note the following portion of this Policy, which explicitly limits the University's employment commitment:

"All fixed term appointments have a specific termination date. The University has no obligation to provide reappointment or extension of a fixed term appointment beyond the ending date. If reappointment is made, negotiation of conditions of reappointment must originate with the basic administrative unit (department, school, institute, residential college, or other comparable academic unit)."

New appointments made to fixed term positions and reappointments can be terminated prior to the expiration of the appointment period for unforeseen budgetary reasons. Ordinarily, a fixed term position will be eliminated for financial reasons at the end of the current appointment period. However, when budgetary circumstances warrant elimination of a fixed term position prior to the ending date of the current appointment, the employee shall be notified of the effective date of his/her termination at least sixty days prior to the effective date of separation. This provision does not apply to fixed term FRIB faculty positions.

This fixed term appointment/reappointment and any subsequent fixed term appointments do not constitute commitment to an appointment in a continuing appointment system, tenure system or otherwise. Such appointments are made only under the procedures required for the tenure system or other continuing appointment systems, not under the Policy on Fixed Term Appointments.

You may be dismissed prior to the expiration of the period set forth above for incompetence, or for serious personal or professional misconduct, including, but not limited to, failure to carry out your assigned duties, theft or misuse of University property, acts of moral turpitude, insubordination, intellectual dishonesty, use of professional authority to exploit others, or violation of University rules and regulations. See the Fixed Term Appointment policy in the Faculty Handbook for procedural information in the event of dismissal.

If you are a foreign national, this fixed term appointment/reappointment is contingent on your securing/maintaining valid immigration status and work authorization throughout your employment. For the limited purpose of compliance with federal export control regulations, you may be required to provide information about your citizenship status depending on the nature of your employment activities. If subject to federal export control regulations, you may also be required to maintain full-time employment status at MSU, confirm that your permanent abode throughout the period of employment is in the U.S., and sign a confidentiality agreement concerning transfer of certain technical data. See 22 CFR 125.4. Prior to beginning work, all foreign nationals should contact the Office of Export Control and Trade Sanctions at (517) 432-4499 or [export@msu.edu](mailto:export@msu.edu) to ensure compliance with export control requirements.

The laws of Michigan (without giving effect to its conflicts of law principles) govern all matters arising under and relating to this memorandum. By signing below, you (i) irrevocably submit to the exclusive jurisdiction of the Michigan Court of Claims or the Federal District Court for the Western District of Michigan for the purpose of any suit, action, proceeding, or judgment relating to or arising out of this memorandum and the transactions it contemplates; (ii) irrevocably consent to the jurisdiction of any such court in any such suit, action, or proceeding and to the laying of venue in such court; and (iii) irrevocably waive any objection to the laying of venue of any such suit, action, or proceeding brought in such courts and irrevocably waive any claim that any such suit, action, or proceeding brought in any such court has been brought in an inconvenient forum.

To accept this offer of a fixed term appointment, please sign and return this form to \_\_\_\_\_ as soon as possible. Your signature acknowledges that you understand and have accepted the terms and conditions of the fixed term appointment which I am recommending.

A formal appointment recommendation cannot be processed until you return this memorandum with your signature affixed below.

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Unit Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_ Unit Name \_\_\_\_\_

My signature affixed below acknowledges that I accept all the terms and conditions of the fixed term appointment which is to be recommended and have read and understand the contents of this memorandum. The Faculty Handbook or other applicable handbook, which contains policies and information relevant to this appointment in found [here](#).

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this form will be provided upon request.  
\*\* If not applicable, this phrase should be deleted.

Department: Please select the appropriate UNTF exclusion reason.

### UNTF Exclusion Reason

- N/A – This appointment is subject to the terms and conditions of the UNTF contract
- B - This is a fixed term appointment with teaching of credit courses consisting of individualized research, outreach and engagement mentorship courses only
- C - This is a fixed term appointment with teaching duties that consist of guest lectures and presentations only
- E - This is a fixed term appointment – FRIB/NSCL
- F - This is a fixed term appointment - Adjunct, Clinical, and Military - with no MSU salary
- G - This is a fixed term appointment in the colleges of Human Medicine, Osteopathic Medicine, Nursing and Veterinary Medicine which includes the direct provision of medical services
- H - This is a fixed term appointment - Extension - for which the assignment base is not the main campus of MSU in East Lansing or Lansing, MI
- I - This is a fixed term appointment for which the assignment base is not the main campus of MSU in East Lansing or Lansing, MI unless they are employed at 50% time and appointed for nine (9) months or longer and engaged in instruction in undergraduate courses that are offered on-line that are all also regularly offered in person on the main campus of Michigan State University in East Lansing or Lansing MI or taught by an employee who is teaching at least one in-person course on the main campus of Michigan State University in East Lansing or Lansing, Michigan.
- J - This is a fixed term appointment engaged in non-credit instructional activities only
- K - This is a fixed term appointment - Advisor - without credit instructional duties
- L - This is a fixed term appointment - Librarian - without credit instructional duties
- M - This is a fixed term appointment - Research Associate or Post-Doctoral Fellow
- N - This is a fixed term appointment for a visiting faculty appointee with tenure or tenure system status at another institution of higher education
- O - This is a fixed term appointment – Coaches, including Assistant and Associate Coaches
- Q - This appointee is an executive manager, supervisor, confidential employee, or an employee represented by other recognized bargaining agents at MSU; and all other employees
- R - All Faculty and Academic staff with emeritus status who formerly held tenured positions at MSU
- S - All fixed term faculty and fixed term academic staff in the College of Law with less than a 25% overall employment effort