**LOA INSTRUCTIONS**

This form is to be used for either a single or multiple NTT Faculty appointment.

1. Enter Preparer’s name and contact number. Enter the EPAF Transaction # (if applicable).
2. Select Single, Two, or Three Appointments.

3. For a new person, select “New Hire” (EPAF must be submitted).

4. For an existing person who has a change from the expiring LOA, select “New LOA as of July 1st with Change” (EPAF must be submitted).

5. For an existing person who has no changes from the expiring LOA, select “New LOA as of July 1st no change” (EPAF is NOT needed).

6. Indicate if a Pre-Employment Background Check has been requested. If it has not, click on the link provided to request a background check.

7. Enter the date, person’s name & address.

8. If this person has an existing LOA, complete the information regarding the expiring LOA in the current information section. If this LOA is for a New Hire, leave this section blank.

9. Enter the LOA information for Appointment #1.

10. List the job duties.

11. Obtain Department Head signature for Appointment #1.

12. Repeat steps #9, #10, & #11 for Appointments #2 and #3 if applicable.

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**Note:** Instructions for Monthly Salary, FTE and FTE Base are shown on page 2.
FTE & Salary associated with Fall semester only, AY, or FY
FTE & Salary associated with Spring if it differs from Fall FTE & Salary
Employee FTE based on 15 credits calculation (FTE = .60)
Total number of credits being taught for this contract.
Letter of Appointment – NTT – Single & Multiple Appointments

You may be eligible for benefits provided to non-tenurable faculty as outlined in the policies of Montana State University, the Montana University System and the AFMSU Non-Tenure Track Collective Bargaining Agreement at http://www.montana.edu/wwwprov/agreements/nontenure/.

The following provisions apply to this appointment:

1. While an employee of Montana State University, you are subject to all institutional policies and procedures governing the conduct of employees. All relevant University policies may be accessed at http://www.montana.edu/level2/policy.html.

2. This appointment is contingent upon successful performance, continuing need for the position, and the continued availability of sufficient funding from the current funding source for this position and/or the employing program, project or unit. If funding is not available or sufficient to support the position, this appointment may be terminated within the appointment term at the option of the University.

3. This appointment may be terminated for cause at any time.

4. This appointment expires automatically at the end of the term specified above or on June 30, whichever occurs first. No further notice relative to non-renewal will be given.

5. Reappointment from year to year is solely at the discretion of the University.

6. This appointment is not eligible for tenure and time in this appointment does not count as probationary service toward tenure.

7. Any class or classes you have been assigned to teach may be canceled at any time due to insufficient enrollment or other business necessity. In this event, this contract may be renegotiated or terminated. Montana State University reserves the right to reassign job duties or teaching assignments during the term of this agreement to address changing needs of the institution or department.

This Letter of Appointment is not effective until signed by the Vice President. Your signature below indicates your acceptance of this Letter.

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Department Head</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean or Director</td>
<td>Date</td>
<td>Vice President</td>
<td>Date</td>
</tr>
</tbody>
</table>

13. Enter the date and person’s name.

14. Obtain the necessary signatures.