

MONTANA STATE UNIVERSITY
2008 SUMMER SESSION APPOINTMENT FORMS (SSA)
May 19, 2008 –August 8, 2008

NAME:

GID:

AY BASE SALARY:

DEPT:

POSITION NUMBER:

ACTION: (Check) First Submission ____ Add Teaching ____ Add Research ____ Add Other _____

Funding Change Only ____ Modify Teaching ____ Modify Research ____ Modify Other _____

POSITION TITLE: (Check appropriate title) Professor ____ Associate Professor ____ Assistant Professor ____ Visiting Faculty/Artist ____
 Adjunct Faculty ____

NOTES:

A.	TEACHING APPOINTMENT for:	CREDIT HOURS	AMOUNT	INDEX	DISTRIBUTION	INDEX	DISTRIBUTION	PAY DATE
____	1 st Six Week Session (5/19-6/27)	_____	_____	_____	_____	_____	_____	6/11
____	Interession (6/16-8/8)	_____	_____	_____	_____	_____	_____	7/11
____	ED Interession (6/16-7/25)	_____	_____	_____	_____	_____	_____	7/11
____	2 nd Six Weeks (6/30-8/8)	_____	_____	_____	_____	_____	_____	7/11
____	12 Week (5/19-8/8)	_____	_____	_____	_____	_____	_____	7/11, 8/11
	TOTAL	_____	_____	_____	_____	_____	_____	

B.	RESEARCH APPOINTMENT (Tenurable Faculty Only)	CHECK IF FEDERAL FUNDING	AMOUNT	INDEX	DISTRIBUTION	INDEX	DISTRIBUTION	PAY DATE
____	5/16-5/31	_____	_____	_____	_____	_____	_____	6/11
____	6/1-6/30	_____	_____	_____	_____	_____	_____	7/11
____	7/1-7/31	_____	_____	_____	_____	_____	_____	8/11
____	8/1-8/15	_____	_____	_____	_____	_____	_____	9/11
	TOTAL	_____	_____	_____	_____	_____	_____	

C.	SERVICE/OTHER (Tenurable Faculty Only)	Dates of Service	Describe Duties	AMOUNT	INDEX	DISTRIBUTION	INDEX	DISTRIBUTION	PAY DATE
____		5/19-6/30	_____	_____	_____	_____	_____	_____	7/11
____		7/1-8/8	_____	_____	_____	_____	_____	_____	8/11
	TOTAL		_____	_____	_____	_____	_____	_____	

TOTAL SALARY THIS FORM: _____ **TOTAL FROM FEDERAL FUNDS** _____

DATE THIS FORM: _____ **PERSON COMPLETING FORM** _____ **PHONE** _____ **E-MAIL** _____

APPROVALS (Employees shall sign and date reverse.)

Dept Head/Date _____

Dean/Date _____

OSP/Date _____

AES/Date _____

**MONTANA STATE UNIVERSITY-BOZEMAN
2008 SUMMER SESSION CONTRACTS (SSC)**

Tenurable Faculty (*Please read and sign. This is your contract*)

1. Pay checks are issued only on the days indicated on the reverse. HR/Personnel & Payroll will not pay on any other dates.
2. 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 shall be renegotiated or terminated.
3. Sick leave for Summer Session appointments is accrued on a pro-rated basis as follows: For teaching assignments, 1 hour of sick leave will be accrued for each credit hour taught over the summer session. For research appointments, 8 hours of sick leave will be accrued for each 1/9th paid over the summer. For service/other appointments, sick leave will be prorated on a percentage of AY base salary paid over the summer session. Faculty supplementing their 2/9ths instructional appointment according to BOR policy 802.3 are not subject to any sick leave accrual for this additional compensation.
4. Compensation for Summer Session employment is based on the annual base salary (as of April 1, 2008). Summer Session compensation from federal funds is limited to a maximum of 3/9ths of the 2008 AY base salary. (See <http://www.whitehouse.gov/omb/circulars/a021/a021.html>.)

I understand and agree to the above conditions of this appointment for Summer Session 2008:

Name _____

Date _____

Adjunct and Visiting Faculty (*Please read and sign. This is your contract.*)

I have been hired to teach _____.

The following notice pertains to this appointment and to each subsequent appointment on a Letter of Appointment:

1. As an employee of Montana State University-Bozeman, you are subject to all institutional policies and procedures governing the conduct of employees. All relevant University Policies may be accessed at: www2.montana.edu/policy.
2. Sick leave for summer session appointments is accrued on a pro-rated basis. For teaching assignments, 1 hour of sick leave will be accrued for each credit hour taught over the summer session.
3. This appointment is not eligible for tenure, and time in this appointment does not count as probationary service toward tenure.
4. This appointment is contingent upon 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. 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 shall be renegotiated or terminated.
5. This appointment may be terminated for cause at any time.
6. 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.
7. Reappointment is solely at the discretion of the university. If you are reappointed without a new Letter of Appointment or the end date is not specified in the LOA, your reappointment is limited to the semester or summer session during which the reappointment begins.
8. This Letter of Appointment is not approved until signed by the President or his designee.

I understand and agree to the above conditions of this appointment for Summer Session 2008:

Name _____

Date _____

President _____

Date _____