Employment automatically ends without notice at the end of the specified term. If funding is no longer available, termination may occur at any time during the specified period of employment upon 15 working days notice.

Letters of Appointment may be issued for a contract professional or administrator meeting Board of Regents criteria set forth in the "Montana University System Employment Contracts (Non-faculty)" in the University Personnel Procedures. Letters of Appointment may be issued for researchers who are not eligible for UFA membership, subject to the Termination Section below.

Individuals on a Letter of Appointment are hired for a specified period, not to exceed employment in excess of one (1) year. Letters of Appointment cannot be used for individuals who hold an academic appointment and qualify for inclusion in the UFA bargaining unit or would otherwise be subject to the staff pay plan system.

An individual employed on a Letter of Appointment who subsequently meets the requirements for membership in the UFA will be transferred to a Montana University System Contract in accordance with the University Faculty Association Collective Bargaining Agreement.

Annual salary increases for individuals employed on Letters of Appointment will be defined within parameters set by the President of The University of Montana.

**PROCEDURES**

A. **APPOINTMENT**

   Established recruitment and selection procedures will be followed when hiring an employee on a Letter of Appointment status. See Professional & Letter of Appointment Process at http://www.umt.edu/hrs/Personnel%20Resources/Recruitment%20and%20Hiring/default.php

   Letter of Appointment renewals require a newly signed and completed Hiring Authorization Form.

   The appropriate Executive Officer and the President must approve salary adjustments for employees on Letter of Appointment. Only one salary increase in any 12-month period is allowed absent specific approval by the appropriate Executive Officer and the President.

**TERMINATION/NON-RENEWAL OF EMPLOYMENT**

Employment expires automatically at the end of the term set forth in the Letter of Appointment. No additional notice concerning non-renewal need be provided. A termination form must be completed and submitted to Human Resource Services as soon as the appropriate administrator is aware that the Letter of Appointment will not be renewed.

A. Except in situations involving termination for cause, the employment of individuals hired on a Letter of Appointment automatically ends without notice at the end of the specified term. Since individuals on a Letter of Appointment must be in an active work status, they are not eligible to take discretionary leave without pay. Individuals on a Letter of Appointment qualify for state and federally mandated leaves in accordance with eligibility requirements.

B. Letters of Appointment shall include a notation that employment is contingent upon continuation of funding for the position. If anticipated funding is not forthcoming, an individual may be terminated at any time during the expected term of the contract upon 15 working days written notice.
employees hired on a letter of appointment will receive all applicable benefits set forth in state law, regents’ policy, and university policy. if appointments are of sufficient duration, eligible employees will be entitled to certain benefits (e.g., an individual who works six months or more at least .50 fte is eligible for insurance benefits). month-by-month employment notices given to human resource services based on availability of funding may preclude an employee’s eligibility for certain benefits.