**HAF for Non-Tenurable** **Faculty and**



**Instructional Position Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Selected** |  | **ID Number** |  |
| **Title and Rank** |  | **Position #** |  |
| **Hiring Department** |  | **Depart Contact** |  |
| **Direct Supervisor** |  | **Effective Date** |  |
| **Is this employee a U.S. citizen? Yes No** | | **End Date** |  |
| **Are services performed in Montana? If No, where?** | | **Time Roster #** |  |

**Faculty**

**UFA Member –** Academic appointment equivalent to half or more of a full-time academic year appointment if at

least half of the responsibility is comprised of teaching, research, and/or public service.

**UFA Exempt –** Academic appointment for one semester only, and academic appointment is less than half-time for at

least an entire academic year.

**Compensation: Highest Degree Attained: Date:**

**Annual (12 mo) Academic Year (10 mo) Discipline:**

**Other Base Salary $ \_\_\_\_\_\_\_\_\_\_\_\_ Attained at (name of institution):**

**Campus Mail/Directory Information:**

**Dept: Blg/Rm #: Phone:**

**Instructional Workload:** (List all courses to be taught, number of credits, and other credit equivalencies. Use additional page if necessary).

\_\_\_\_\_ **Instructional FTE Assigned (Using 15 credits = 1.0 FTE for 1 semester or 30 credits for AY.)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base Salary:** |  | | | | **Total Pay per Contract Period:** | | | |  | |
| (Note: AY pay = base salary x AY FTE; one semester pay = base salary x semester FTE divided by 2) | | | | | | | | | | |
| Provide required data below. If salary is from multiple funding sources, provide a breakdown by assignment. | | | | | | | | | | |
| **Position #** | **Index Code** | | **Account** | **FTE** | | **Pay\*\*** | **Special Conditions\*\*** | | | |
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| **\*\***If hiring on course-by-course basis, note in the Special Conditions section “FTE approximate, pay actual amount”. | | | | | | | | | | |
| **APPROVAL SIGNATURES** | | | | | | | | | | |
| Department Chair | |  | | | | | | Date | |  |
| Dean | |  | | | | | | Date | |  |
| Faculty Member | |  | | | | | | Date | |  |
| Provost | |  | | | | | | Date | |  |

**Criminal Background Investigation has been initiated/completed. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials:\_\_\_\_\_\_\_\_\_\_\_**

Notes: (1) This is not a valid contract until the Provost has signed. (2) Employment is contingent upon a satisfactory criminal background investigation. The determination of “satisfactory” is at the sole discretion of the employer. Immediate dismissal will occur if criminal background investigation results are unsatisfactory. (3) This is a term contract and is no longer in effect after the contract end date. (4) This position is contingent upon need and availability of funding. (5) Continued employment beyond the initial hiring semester is contingent upon the receipt of an official transcript documenting the highest earned degree awarded.