**Instructional Position Description and**



**RPT for Non-Tenurable** **Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee Name** |  | | **ID Number** |  |
| **Title and Rank** |  | | **Position #** |  |
| **Hiring Department** |  | | **Dept Contact** |  |
| **Type of Action: (N) New Hire (R) Reappointment** | |  | **Effective Date** |  |
| **Is this employee a U.S. citizen?** | |  | **End Date** |  |
| **Are services performed in Montana? If No, where?** | | | **Time Roster #** |  |

**(If first time hire, attach Hiring Authorization Form).**

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

\_\_\_\_\_ **Instructional FTE Assigned**

**(Using 15 credits = 1.0 FTE for 1 semester or 30 credits for AY on the UM Campus & Missoula College)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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) | | | | | | | | | | | | |
| **Faculty Signature (Please read notes below)** | | | |  | | | | | | | **Date** |  |
| 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”. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Department Chair | |  | | | | | | Date | |  | | |
| Dean | |  | | | | | | Date | |  | | |
| SELL Dean  (If On-Line) | |  | | | | | | Date | |  | | |
| Provost | |  | | | | | | Date | |  | | |

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 (3) This is a term contract and is no longer in effect after the contract end date.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.