RECOMMENDATION FOR APPOINTMENT TO

MONTANA STATE UNIVERSITY BILLINGS

Receipt of this form with appropriate signatures recommends a formal offer by the

Provost/Academic Vice Chancellor

(Print on ivory paper)

# Part 1 – Completed By the Dean

Upon verification of all credentials and transcripts of previous professional experience and education preparation, I recommend the appointment of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of appointee) to the faculty of

MSU Billings. The appointee should be based upon the following information:

Title/Rank:

Department:

College:

[ ] New Position Replacement Position for:

Tenure Status: [ ]  Probationary [ ]  Continuous [ ]  Fixed Term [ ]  Nontenurable

Prior Years of Service Granted Toward Tenure: Effective Date of Appointment:

Highest Degree Earned: Year Earned: [ ]  Appropriate [ ]  Non-appropriate

Step on Salary Scale**:**

Common Base Salary: $ Degree Factor: [ ]  .94 [ ]  1.00 Step Factor:

**Rank Factor:** Instructor 0.175 Assistant Professor Associate Professor Professor

Market Adjustment: Discipline ( %) Factor:

Provost/Academic Vice Chancellor’s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Academic Year Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FTE: \_\_\_\_\_\_\_\_\_\_\_\_ Prorated Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_

## PART II – Completed By the Dean’s Office and Reviewed by the Provost/Vice Chancellor for Academic Affairs

Prior Years of Service Granted Toward Tenure: Tenure Review Year:

Special conditions/contingencies: (i.e., Prorated Appointments for less than 1.00 fte, terms contingent upon verification of a degree, or additional documentation of past experience.

**Approvals:**

Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor for Academic Affairs