

Part-Time and Temporary Research Faculty

(9-months [38 weeks] less than 75% time.

Use for retired faculty or those that do not have continuous funding.

An Employee Status Change [gold] form is processed for payment.)

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Model Appointment Letter

Date: _____

Dear _____:

I am pleased to offer you an appointment as a Research (**Professor/Associate Professor/Assistant Professor**) in the **(Name of Department/College)**. This appointment is a 9-month (38 weeks) appointment and will commence on _____ and will end on _____. You have the option of earning up to 14 weeks of additional compensation during the summer semester. This appointment is contingent upon continuity of external funding, individual accomplishments, and review of continuing needs of the program. Research faculty appointments are considered non-tenure-track, thus faculty holding these ranks are not eligible for tenure.

The purpose of this letter is to outline the specific details and responsibilities associated with your appointment as Research (**Professor/Associate Professor/Assistant Professor**) in the **(Name of Department/College)**. The spirit of this agreement is to allow you to continue your research career at Michigan Tech as long as it remains productive. Important details of the agreement are as follows:

- You will have the title of Research (**Professor/Associate Professor/Assistant Professor**) and will have all the responsibilities normally associated with the title Professor except as outlined in this agreement.
- This is entirely a "soft" money position. Any salary or other remuneration you receive must be derived from externally funded programs. Your rate of pay will be \$_____ per day.
- You will be responsible for your health care costs and any contributions

to retirement plans such as TIAA/CREF, if eligible. Appropriate monies raised through grants or contracts for this purpose will be returned to you for this use.

- You may have limited teaching duties.
- Administrative assistance, office space, and lab space will be provided subject to availability and need as determined by the Department Chair.
- This agreement will be continued provided there is sufficient evidence of research productivity. Evidence of research productivity will include publication of original research journals and the acquisition of non-general fund research grants, contracts, or other funds.
- After the (up to third year) and thereafter, the **Name of Department/College**. Promotion and Tenure Committee will determine whether there is sufficient evidence of research productivity to warrant the continuation of this agreement for a re-appointment.

This offer is contingent upon providing evidence of employment eligibility and identity, and proof of having completed all requirements of your degrees you listed in your application materials, (**PhD/MS/BS**). Degree verification and a background check is done through a third party vendor, Sterling Background Check. They will contact you via the listed e-mail address in your application materials. This request will come via email with a secure link for you to click on and enter the requested information. If you accept this offer and it is your first appointment to Michigan Tech, please contact Human Resources at 906-487-2280 or hr-help@mtu.edu to complete tax and other employment forms (in-person) on or before your first day of work to be placed on payroll.

We will regard ourselves as mutually committed upon your returning a signed copy of this letter. This offer must be accepted within fourteen (14) days of the date of this letter, unless the time for acceptance is extended in writing.

I look forward to continuation of a productive and mutually rewarding relationship through this appointment.

Sincerely,

I accept this offer.

(Name)

(Date)

