



**Instructional Position Description and
RPT for Non-Tenurable Faculty**
(If first time hire, attach Hiring Authorization Form)

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 #	

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 Mountain Campus)**
(Using 20 credits = 1.0 FTE for 1 semester or 40 credits for AY at COT Campus)

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 (3) This is a term contract and is no longer in effect after the contract end date.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