

University of Missouri

Appointment Notification

Please read this document carefully before signing it. This document and the Collected Rules and Regulations of the University of Missouri (Collected Rules) state the terms of your employment with the University of Missouri. To the extent conversations or other documents are inconsistent with this document or the Collected Rules, the Collected Rules followed by this document will govern.

ALL APPOINTMENTS

Employee Name		Home Department		Employment Begin Date
Salary (select one)				
<input type="checkbox"/> Monthly \$ _____	<input type="checkbox"/> Hourly/Units \$ _____	<input type="checkbox"/> Appt. Period \$ _____	<input type="checkbox"/> Academic Yr. \$ _____	
FTE	Eligible to Enroll in Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	Eligible for Retirement Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Eligible for Tax Deferred Annuity Only	

ACADEMIC APPOINTMENTS

A copy of the Academic Tenure Regulations has been provided to me, and such regulations are hereby incorporated herein by reference.

Academic Title		Academic Discipline		
Rank		Appointment Type		Tenure Home
<input type="checkbox"/> Professor	<input type="checkbox"/> Assist. Prof.	<input type="checkbox"/> Less than 9 Mos.	<input type="checkbox"/> 9-10 Mos.	
<input type="checkbox"/> Assoc. Prof.	<input type="checkbox"/> Not Appl.	<input type="checkbox"/> 11-12 Mos.		
Employment Terms				
<input type="checkbox"/> Regular/Tenured	Tenure Date _____			
<input type="checkbox"/> Regular/Tenure Track	Ending Date _____	Yrs. Toward Tenure _____	Tenure Notification Date _____	
<input type="checkbox"/> Nonregular Term Appoint.	Ending Date _____			

ADMINISTRATIVE, SERVICE & SUPPORT APPOINTMENTS

A copy of the Staff Handbook has been provided to me, and such information is hereby incorporated herein by reference.

Title	
Employment Terms, Indefinite, Not to Exceed:	Eligible for Vacation, Sick Leave, Personal Days <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYEE SIGNATURE

All Administrative, Service and Support and academic administrative appointments, including, but not limited to Department Chair, Dean and Chancellor, are indefinite and may end at any time.

I agree to accept the position on the terms specified above. Subsequent renewals of this appointment, if any, are contingent upon the availability of funds and University approval, and with the understanding that it is subject to all rules, orders and regulations of the Board of Curators. I will report for duty on the date specified.

Employee Signature		Date
Type or print name as it appears on your Social Security Card		Social Security Number

APPROVAL

Authorized Signature		Date
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