

Reappointment

Contracts

Reappointment Contracts:

Reappointment Contracts should be attached to the reappointment PAF.

Instructions for reappointment contracts for Union employees (Forms A & B) are on the following pages.

For all other authorized reappointments use form C.

Reminder.....

A PRF is not usually necessary for reappointment of temporary faculty, BUT it is ALWAYS necessary for the reappointment of temporary SPS people.

Simple rule....for reappointments... PRF is ALWAYS needed for SPS... for other temps a PRF is ONLY needed if there is a cost center change or a PERMANENT change in the POSITION.

Reappointment Procedures: Instructors/Faculty Assistants

OLR Margie developed new offering letters to reappoint (**OLR**) instructors with multiple-year (Form A) or one year (Form B) appointments. These **OLRs** have been approved by the Provost's Office, UPI, and HRS. They are to be used in lieu of the traditional offering letters for the **reappointment** of instructors. For at least the first year or two of use, Chairs should meet with instructors to discuss appointments, give them their **OLRs**, and answer any questions that may arise. The temporary faculty members will then have ten (10) days to return the signed **OLRs** to their Chairs. Completed **OLRs** are to be attached to **PAFs** and submitted to the Dean's Office. Traditional offering letters will continue to be used for **initial** appointments.

PAF A Personnel Action Form (**PAF**) must **always** be completed.

PRF A Position Request Form (**PRF**) is not necessary **UNLESS** there are cost center changes or **permanent** changes in the position.

Forms should be typed. You will need original and 1 copy.

- 1. Fill in employee's name (last then first), Department Name, as well as Effective Start and End dates of the appointment.**
- 2. If Continuing Appointment (Form A), fill in appropriate number of the upcoming year and the total years of the multiple year contract (e.g., 2nd year of 2-year appointment).**
- 3. Check or insert appropriate FTE and salary information.**
- 4. Type in workload assignments.**
- 5. Department Chair signs and dates.**
- 6. Insert date contract is given to employee and have him/her initial next to the date on both the original and the copy.**
- 7. Make copies of OLR, PAF, and (if applicable) PRF.**
- 8. Attach signed OLR to PAF (include PRF, if applicable) and submit to Dean's Office.**

LA&S Offering Letter of Continuing Appointment for Temporary Instructors & Faculty Assistants

Name: _____ Department: _____

Effective Start Date: _____ Effective End Date: _____

This is the _____ year of a _____ year appointment.

Appointment FTE: [] 100% [] 75% [] 50% Other _____%

Pay Period Amount: _____ Total Amount: _____

Plus salary increment, if available. Salary increments are determined by the Collective Bargaining Agreement.

This contract is null and void if the salary amount indicated above is greater than that authorized by the College and University. If a salary increment is granted through the collective bargaining process, however, that increment will automatically be added later to the above amounts.

Assignment: _____

Departmental Authorization/
Chair Signature _____ Date _____

Acceptance

The annual salary and appointment stated herein are subject to the appropriation of sufficient funds by the General Assembly of the State of Illinois and the approval of the governor. Appointments at Northern Illinois University are subject to the statutes of the State of Illinois and the latest revisions of the governing bylaws, Regulations, policies and practices of the Board of Trustees. Appointments are also subject to the latest revisions of all university policies and procedures, most of which are stated in employee handbooks, procedure manuals, and the Constitution and Bylaws of the university. Under certain state laws, as well as university regulations, policies, and procedures, indebtedness to the university may be withheld from compensation payments to employees. Acceptance of this appointment includes consent to such withholding when assessed in accord with appropriate legal standards.

The terms of this appointment are binding upon both parties and shall remain in full force and effect during my employment at Northern Illinois University.

If you have foreign or otherwise non-citizen status, you must provide proper documentation and/or clearance from the United States Immigration and Naturalization Service which will permit you to be employed by this institution for the duration of your contract.

I hereby acknowledge and accept the terms of this offering letter, and all related university policies and procedures associated with my Temporary appointment. My signature and date below signify acceptance of the terms of the above continuing appointment.

Signature Date

This is your official offering letter. You will not receive a separate letter in the mail.

Form B

Date _____ Employee Initials _____
You have 10 days from date above to respond!

LA&S Offering Letter of Reappointment for Temporary Instructors & Faculty Assistants

Name: _____ Department: _____

Effective Start Date: _____ Effective End Date: _____

Appointment FTE: [] 100% [] 75% [] 50% Other _____%

Pay Period Amount: _____ Total Amount: _____

This contract is null and void if the salary amount indicated above is greater than that authorized by the College and University. If a salary increment is granted through the collective bargaining process, however, that increment will automatically be added later to the above amounts.

Assignment: _____

Departmental Authorization/
Chair Signature _____ Date _____

Acceptance

The annual salary and appointment stated herein are subject to the appropriation of sufficient funds by the General Assembly of the State of Illinois and the approval of the governor. Appointments at Northern Illinois University are subject to the statutes of the State of Illinois and the latest revisions of the governing bylaws, Regulations, policies and practices of the Board of Trustees. Appointments are also subject to the latest revisions of all university policies and procedures, most of which are stated in employee handbooks, procedure manuals, and the Constitution and Bylaws of the university. Under certain state laws, as well as university regulations, policies, and procedures, indebtedness to the university may be withheld from compensation payments to employees. Acceptance of this appointment includes consent to such withholding when assessed in accord with appropriate legal standards.

Temporary appointments shall be for a specific period of one year or less. There shall be no presumption or expectation of renewal or extension of temporary appointments. Each temporary appointment is a separate, non-continuous appointment. The terms of this appointment are binding upon both parties and shall remain in full force and effect during my employment at Northern Illinois University.

If you have foreign or otherwise non-citizen status, you must provide proper documentation and/or clearance from the United States Immigration and Naturalization Service which will permit you to be employed by this institution for the duration of your contract.

I hereby acknowledge and accept the terms of this offering letter, and all related university policies and procedures associated with my Temporary appointment. My signature and date below signify acceptance of the terms of the above appointment.

Signature Date

This is your official offering letter. You will not receive a separate letter in the mail.

ADDENDUM TO FORM B

This contract is subject to termination as of December 31, _____, in the event that the department chair determines that program needs do not warrant continuation of the position beyond the initial 4.5-month period. In the event that this provision is exercised by the department chair, notification shall be provided to the instructor no later than December 1, _____.

Departmental Authorization/Chair Signature

Date

Instructor Signature

Date

This form is **rarely** used and should only be attached to the Form B in cases when the appointment is for a full-time (9-month) instructor who's contract **will probably terminate as of December 31st**. The clause is a Union requirement for those rare cases when a full-time instructor's contract does not continue into the Spring semester.

Special Note for Reappointments and/or Incrementing:

If you are attempting to reappoint (at the same *FTE in the same or like position/title) or increment at a higher rate than the University approved increment amount you CANNOT USE FORM C.

Instead, you must complete a PRF, PAF, and a justification letter--asking for an exemption and explaining why the person should get more money than was approved by the University.

If your request is approved, an offering letter will be initiated by the College Office.

*If the increase is due to an increase in FTE--person was 50% going to 100%, or 75% going to 100%, or anything in between that constitutes an increase in FTE, the Form C is appropriate to use. If, however, the FTE does not change and you want to pay the person a higher amount than the University approved in the increment process..... DO NOT USE FORM C, follow the instructions above. If the reason for the increase is an approved change in job, the Form C may be appropriate (as long as that change in job title was not a GA that is moving into an instructor position, for example). If the job change is from one faculty or SPS title to another, the Form C is probably appropriate.

If in doubt, check with the College Office!

Form C

LA&S Offering Letter of Reappointment for Temporary SPS & Visiting Faculty

Name:

Department:

Effective Start Date:

Effective End Date:

Appointment FTE: [] 100% [] 75% [] 50% Other _____%

Rank/Title:

Pay Period Amount:

Total Amount:

Note: This contract is null and void if the salary amount indicated above is greater than that authorized by the College and University.

Departmental Authorization/
Chair Signature _____

Date _____

Acceptance

The annual salary and appointment stated herein are subject to the appropriation of sufficient funds by the General Assembly of the State of Illinois and the approval of the governor. Appointments at Northern Illinois University are subject to the statutes of the State of Illinois and the latest revisions of the governing bylaws, Regulations, policies and practices of the Board of Trustees. Appointments are also subject to the latest revisions of all university policies and procedures, most of which are stated in employee handbooks, procedure manuals, and the Constitution and Bylaws of the university. Under certain state laws, as well as university regulations, policies, and procedures, indebtedness to the university may be withheld from compensation payments to employees. Acceptance of this appointment includes consent to such withholding when assessed in accord with appropriate legal standards.

Temporary appointments shall be for a specific period of one year or less. There shall be no presumption or expectation of renewal or extension of temporary appointments. Each temporary appointment is a separate, non-continuous appointment. The terms of this appointment are binding upon both parties and shall remain in full force and effect during my employment at Northern Illinois University.

If you have foreign or otherwise non-citizen status, you must provide proper documentation and/or clearance from the United States Immigration and Naturalization Service which will permit you to be employed by this institution for the duration of your contract.

I hereby acknowledge and accept the terms of this offering letter, and all related university policies and procedures associated with my Temporary appointment. My signature and date below signify acceptance of the terms of the above appointment.

Signature

Date

This is your official offering letter. You will not receive a separate letter in the mail.

Forms

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