



HRM 60.112: CONTRACTS AND ANNUAL PAY NOTIFICATION LETTERS

PURPOSE

To define the policies and procedures required for the issuance of contracts and annual pay notification letters.

POLICY

Employees are provided written letters of offer upon initial employment and annual pay notification letters thereafter. Any special conditions of employment should be noted in the annual pay notification letter. As provided for in IHL Board of Trustees policy 801.04, Mississippi State University awards employment contracts to deans, professors, and other members of the teaching staff. The University is also authorized to issue contracts to administrators at the level of dean or higher, to include the directors of separately budgeted units, athletic coaches, and athletic director. The University must seek authorization to issue contracts to other employees from the Commissioner of Higher Education. The Department of Human Resources Management will issue all employment contracts to the appropriate vice president each year. The vice president will distribute the contracts, as appropriate. Signed contracts will be returned to the Department of Human Resources Management. Contracts must not be altered without written approval by the president.

PROCEDURE

Faculty

The terms of an initial appointment are specified in writing by the department head, after approval by the appropriate dean, director, or other administrative officer and vice president. Faculty employees are provided written employment contracts on an annual basis for the academic year, fiscal year, or part of either, as applicable to their appointment.

Executive, Administrative, Managerial and Other Professional Employees

The terms of an initial appointment are specified in writing by the appropriate administrator. In addition, administrative and other professional employees who supervise deans are provided written employment contracts on an annual basis for the fiscal year, academic year, or part of either, as applicable to their appointment. Faculty members who are employed in an administrative position shall retain rights of tenure in the academic department where tenure was granted. The additional salary, if any, for the administrative position shall be stated in the initial letter of offer and the employment contract. This salary shall not be paid to faculty members when they cease to hold the administrative position. When administrative positions are converted to faculty status without administrative responsibilities, the administrative stipend will be subtracted from the annual salary and the position converted to the appropriate nine-month or

twelve-month position. Written pay notification letters, as appropriate, are provided to non-contract administrative and other professional employees annually. At-will employees will be informed in the notification of employment letter that the notice is not a contract or offer of a contract.

Support Staff Employees

Upon employment and annually thereafter, support staff employees are provided letters of employment by the appropriate administrator. The communication must contain a statement about whether the department/unit requires overtime and how the overtime is compensated, whether with compensatory time or overtime pay. At-will employees will be informed in the notification of employment letter that the notice is not a contract or offer of a contract.

Graduate Assistants

Upon appointment and each appointment period thereafter, if applicable, graduate assistants are provided letters of appointment by the appropriate administrator.

REVIEW

This policy and procedure will be reviewed by the Chief Human Resources Officer at least every four years.

Links to Sample Letters

[Annual Employment Letters](#)

[Adjunct Faculty Offer Letters](#)

[Interim Appointment Offer Letter](#)

[Graduate Assistants – Sample Offer Letter](#)

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