

Terms of Employment for Faculty

The Terms of Employment is the faculty contract and, as such, is legally binding. Form that reason Faculty HR must insure that it is completed properly. Although there are five different Terms of Employment used at UNR only three used for faculty. Below are definitions of each section. Each form is a bit different, but the top section is the same. Below are definitions of the fields found on the Terms of Employment starting with the common top section, and then looking at the different sections.

- **Preparer** – The *employer representative* who prepared the PAF. Should show name (*first and last*).
- **Phone** – preparer's UNR extension.
- **Date** – the date the form is prepared.
- **Mail Code** – the preparer's UNR internal mail code.
- **Name** – The *employee's name, Last, First MI*. The middle initial is important so that we can locate the appropriate employee if more then one.
- **Title** – The correct job title can be found in the Processing data base on the G drive in the JOB CLASS TABLE (fac) alpha query.
- **ID** – Is left blank for new hires. Social Security No. and Student R #'s are not allowed. The employee will not have an Employee Identification Number (ID) until entered in the HRMS system.
- **Department** – the full name of the hiring department (abbreviations are accepted).
- **College/School** – the full name of the hiring department's college or school (abbreviations are accepted).

Faculty Terms of Employment

- **Contract Type** – “A” for 12 month contract and “B” for 9 month contract.
- **Faculty Type** – Academic or Administrative

- **Rank/Range** – Rank Roman numeral for academic and range number for administrative.
- **Base Salary** – Annual salary; not reduced for less than a year or part time and not increased for stipend.
- **Contract Amount** – The actual amount of compensation that will be received over the life of the contract.
- **FTE** – percent of full time the employee is required or expected to work.
- **Beginning Contract Date** – the actual date that the employee will begin working.
- **Ending Contract Date** – the last date the employee will work, normally the last day of the contract year, June 30.
- **Tenured** – is the employee tenured? “X” for yes, blank for no.
- **Date Tenured** – the date the employee became tenured. If employee is tenured at hired this date should match the Beginning Contract Date. Board of Regents (BoR) approval is required for tenure at hire, but may not be received until after the following BoR meeting. A follow up tickler will be needed.
- **Tenure Eligible** – is the employee eligible for tenure? “X” for yes, blank for no.
- **Total years toward tenure at the completion of this contract** ; - this is normally “1” for a new hire, however, mid-year hires may request a 1 year extension. New hire Terms of Employment should be questioned if this number is ever greater than 1.
- **Non Tenure Track** – if the employee is not eligible for tenure (administrative faculty and some academic faculty are not eligible). An “X” is entered if not tenure eligible.
- **Years of credit granted for service at another institution** – a new employee may be allowed to bring tenure from another institution. This must be agreed upon in advance of hire and the number of years toward tenure is to be entered here.
- **Clauses** – there are two clauses the employee may be required to initial.

- **Funding Clause** – if an employee is primarily soft funded (paid on account numbers greater than 1300) this box should be marked and the blank initialed.
 - **Temp Clause** – if the employee is hired as temporary faculty, this box should be marked and the blank initialed.
- **Remarks** – only [Contract Remarks](#) approved for use on Terms of Employment contracts by NSHE legal counsel may be entered in the remarks section.
- **Employee: Check if applicable** – if employee marks one of these boxes, Faculty HR must follow up to verify what retirement plan the employee is eligible for.
- **Signature and Date** – the employee *must* sign and date his/her Terms of Employment; the supervisor or department head *may* sign as Recommending Authority; the Dean *must* sign as Recommending Authority and the President has designated the Vice Provost (if employed in an academic department) or Vice President (if employed in a nonacademic department) to sign on his behalf as Appointing Authority. We can not process without the employee's and the Vice Provost or Vice President's signatures and date.