



Three-Year Contract Program Recommendation Form

Date: _____

Department/Unit: _____

Employee Name/Title: _____

Recommending Chairperson/Director: _____

Term of Proposed 3-Year Contract: _____

Rationale for 3-year contract addressing the following criteria (Please attach up to one additional page if needed):

1. Achievement of excellence in annual review on the part of the fixed term faculty member or fixed-term academic specialist,
2. Demonstrated longevity of curricular or other need for the position, including student learning outcomes/student success goals and enrollment data over the past three years that meet enrollment minimum guidelines set by the College. Need according to pertinent workload assignments aligned with the length of contract must be addressed in the rationale (teaching, curriculum development, outreach, research, advising, service/professional development, admin/other).
3. Stability of funding source on hard money (general fund, endowed funds)
4. Please note: The employee cannot have been subject to any disciplinary action at MSU within the past five years.

Chair/Director Signature _____

Date _____

Dean/Designee Signature _____

Date _____