



# 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 \_\_\_\_\_