



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”) OP 06.16: Written Terms of Employment for Faculty

Approval Authority: President
Policy Type: University Operating Policy and Procedure
Policy Owner: Provost and Vice President for Academic Affairs
Responsible Office: Provost and Vice President for Academic Affairs
Next Scheduled Review: ~~05/01/2023~~ 03/01/2027

I. Policy Statement

This OP provides the terms of employment and contract issuance for faculty at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Application of OP

This OP applies to University faculty members who are employed in full-time faculty positions as defined in MSU OP 06.01: Faculty.

III. Policies and Procedures

- A. Each year the ~~Board of Regents~~ President of Midwestern State University will provide each faculty member with a ~~written statement~~ faculty appointment contract concerning the terms of his/her employment.
- B. ~~The annual faculty appointment contract will include, including special conditions, responsibilities, and any special prerequisites. The document will cover~~ such items as:
1. Rank;
 2. Salary;
 3. Tenure provisions; and
 4. Inclusive dates of the term of service.
- C. Faculty may select for their salary to be paid in 9- or 12-month installments. Faculty who are temporary or visiting will not have the option to select a 12-month installment contract.

- D.** Contracts or notification of intent to employ for continuing faculty will be made no later than one month before the opening day of the semester ~~May 31~~, unless unavoidable budgetary delays exist. Contracts for new faculty will be issued upon informal acceptance of an initial offer of employment.
- E.** New faculty will receive an offer letter in addition to the faculty appointment contract. Offer letters include additional terms of the offer, including a timeline for tenure and promotion, any years awarded for experience at another institution (per MSU OP 06.05: Faculty Tenure and Promotion), benefits, and moving expenses.
- F.** Faculty members who are compensated with funds originating from outside the University (e.g., grants or contract funds) will be paid salary and benefits at a rate commensurate with what they would otherwise be paid from University funds.
- G.** Faculty appointment contract and course assignment(s) are subject to and contingent upon:
1. University fiscal resources and Board of Regents' approval of funds;
 2. Future legislative actions;
 3. Sufficient student enrollment; and
 4. Redistribution of faculty course assignments.
- H.** University faculty members are subject to all applicable TTU System *Regents' Rules*, Policy Statements and Regulations, and operating policies and procedures contained in the MSU Operating Policies and Procedures Manual, including any changes adopted during the appointment year, and state and federal laws and regulations.

IV. Related Statutes, Rules, and Policies

Related Statutes:

Texas Education Code, Section 51.943 (Renewal of Faculty Employment Contracts)

Related Rules:

[TTU System Regents' Rules \(Chapter 04 – Academic Affairs\)](#)

Related MSU OPs:

[OP 06.01: Faculty](#)

[OP 06.05: Faculty Tenure and Promotion](#)

[OP 06.06: Dismissal of Faculty for Cause](#)

[OP 06.15: Faculty Hiring Procedures](#)

[OP 06.17: Faculty Workload](#)

[OP 06.18: Summer, Part of Term, Special Term, and Overload Teaching](#)

[OP 06.19: Office Hours for Faculty](#)

[OP 06.20: Faculty Performance Review](#)

[OP 06.26: Actual Financial Exigency and/or Phasing Out University Programs and Consequent Dismissal of Tenured Faculty and/or Dismissal of Non-Tenured Faculty Without Full Period of Notice](#)

[OP 06.27: Notice of Non-Reappointment of Non-Tenured Faculty](#)

V. Responsible Office

Contact: ~~Lana Seates, Assistant to~~ Provost and Vice President for Academic Affairs

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VI. Revision History

11/10/1989: A thorough review and modification of the MSU Policies and Procedures Manual is approved by the MSU Board of Regents, which included Section 3.115: Written Terms of Employment for Faculty.

08/05/2021 Comprehensive revision and renumbering of the MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy/Procedure 3.115: Written Terms of Employment for Faculty is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System), as MSU Operating Policy/Procedure (“OP”) 06.16: Written Terms of Employment for Faculty.

__/__/2026: Revised to include adding sections for Policy Statement, Application of OP, Policies and Procedures; changing the issuance of a faculty contract from the Board of Regents to the President of the University; adding provisions that: (1) faculty may select for their salary to be paid in 9- or 12-month installments (faculty who are temporary or visiting will not have the option to select a 12-month installment contract); and (2) new faculty will receive an offer letter in addition to the faculty appointment contract (offer letters include additional terms of the offer, including a timeline for tenure and promotion, any years awarded for experience at another institution - per OP 06.20: Faculty Tenure and Promotion - benefits, and moving expenses. Approved by MSU President Stacia Haynie on __ and the TTU System Board of Regents on __.

Stacia Haynie, President
Midwestern State University

Date Signed: _____