

Personnel Appointment Form

Human Resource Services



Banner ID or SSN (last 4 digits) M	LAST NAME	FIRST NAME	MIDDLE	PREFIX	SUFFIX	
PPAIDEN	Street Address		City, State, Zip Code		Home Telephone	
	MTSU Box No. (if any)		Building Code (see page 3)		Room Number	
	Sex: <input type="radio"/> Male <input type="radio"/> Female	Birthdate	Citizenship	Ethnicity: Hispanic/Latino <input type="radio"/> Yes <input type="radio"/> No	Race (List all that apply. See page 3.)	
Department contact name _____			Department contact no. _____			
Box no. _____		Contact e-mail _____	Department name _____			
Sub department _____			Division _____			
PEAEMPL	EMPLOYEE INFORMATION					
	Current Hire Date (First Work Date):		Home Dept. Org.:		Timekeeping Org.:	
	FOR HR USE ONLY					
	Adjusted Service (Accrual Date) Date:		Seniority (Longevity) Date:			
First Worked Date (Local Experience Date):						
PPAGENL	Tenure Information: PEAFAC		Rank:	Tenure Date:	Tenure Status:	
			EEO Rank:	Rank Date:	Rank Hire:	
	DEGREE INFORMATION: Enter for each degree earned (required for faculty, adjunct, GA)					
	SBGI Code:		SBGI Code:		SBGI Code:	
	Institution Name:		Institution Name:		Institution Name:	
	Degree:	Deg. Year	Degree:	Deg. Year	Degree:	Deg. Year
	Major:		Major:		Major:	
Minor:		Minor:		Minor:		
EXPERIENCE INFORMATION PPAEXPR#			Other Higher ED:		Related Exp.: MTSU Exp.:	
NBAJOBS	JOB AND PAY INFORMATION					
	Job Title:					
	Pay Dates		Position	Suffix	FTE	Hourly Rate (if applicable)
	Begin	End				
LABOR DISTRIBUTION: (Information purposes only - required for Academic Affairs)						
INDEX #	AMT/PCT	INDEX #	AMT/PCT	INDEX #	AMT/PCT	

Remarks

Name _____ M# _____

Contract for Administrative/Classified Employees: In consideration of the stated salary, the appointee agrees to perform such duties at such times and places and in such manner as the institution through its representatives may from time to time direct. You further agree to faithfully perform the duties assigned to you to the best of your ability and to devote your full time to the institution, subject to the general supervision and pursuant to the orders, advice, and direction of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution. This appointment is made subject to the laws of the State of Tennessee, the policies and requirements of the Tennessee Board of Regents, and the policies and requirements of this institution. This appointment is for an unspecified period unless otherwise indicated and shall continue for such time as the institution is in need of or desirous of your services. This agreement may be terminated at any time during the first (6) six months of initial employment, and thereafter either the institution or the appointee may terminate this agreement without cause at any time upon _____ days notice. The institution reserves the right to impose a probationary period at any time during employment, during which prior notice of termination would not be applicable. The stated salary is payable in accordance with institutional policies.

Contract for Adjunct Faculty: You are hereby appointed as an adjunct faculty member subject to the approval of the President and the conditions stated herein. This appointment is subject to the laws of the State of Tennessee and policies, rules, and regulations of the Tennessee Board of Regents and Middle Tennessee State University. This contract is not binding until executed by both the appointee and Middle Tennessee State University and is contingent upon adequate funding and adequate enrollment in the sections you are projected to teach. This agreement may be terminated by the university without advance notice. Classes will begin on _____, 20____ and will end on _____, 20____, including examinations. In the event you cannot meet the class(es) at any scheduled time, you must immediately contact your department head. Any absenteeism will be reflected in your rate of pay. Adjunct faculty are paid in three payments in Fall beginning October 31 and three payments in Spring beginning February 28, with the last payment being made after all obligations to the University have been discharged. Payment for S1–May Term and Summer is made at the end of the month following the session taught after all obligations to the University have been discharged. Employees of other state agencies will be paid in accordance with agreement between MTSU and the other state agency.

Level of Appointment _____ Rate per credit hour \$ _____ - # of credit hours _____

Contract for Graduate Assistant: Full-time graduate assistants shall work six (6) contact hours per week in classroom or laboratory instruction in which the GTA assigns the grade; or eight (8) contact hours per week in laboratory supervision in which the professor assigns the grade; or ten (10) contact hours per week in teaching at the Campus School; or twenty (20) clock hours per week in supervised activities in the department or office of their employment; or a combination of above not to exceed these workloads. A student must be enrolled in a minimum of six (6) semester hours of graduate level coursework each semester. A student must be enrolled in a graduate degree program, which means all graduate admissions procedures have been approved unconditionally by the department and the graduate school, and, once taking courses, has maintained at least a 3.0 master/3.25 Ph.D. cumulative grade point average. Failure to maintain good standing terminates this contract. This agreement may be terminated by the university without advance notice. The workload assignment for a teaching assistant must be in the department of his or her major. Graduate assistants receiving academic year appointments will be paid in eight (8) installments beginning September 30 and ending April 30 with the last installment being made after all obligations to the University have been discharged. Graduate assistants receiving academic year appointments will begin work on the day after the fall University Convocation and end on the day before spring graduation. Graduate assistants receiving a spring semester appointment will begin work the Monday prior to the beginning classes and end on the day before spring graduation. Graduate Assistants receiving summer appointments will begin work the day summer semester begins and end on the day before summer graduation. Contract dates will be May 15 through August 15 meaning that assistants will receive half month stipend in May and August and full month stipend in June and July. Fiscal year appointments will begin work on September 1 and end on August 31 of the following year. Tuition coverage will be limited to the semester in which the graduate assistant holds a contract with the Graduate College. All graduate assistants must comply with MTSU Policy IV:07:12.

Indicate primary duty: Administrative Research Teaching

Contract for Hourly Workers: It is agreed that the appointee will be paid at the indicated rate of pay for work performed on an "as-needed" basis. This employment is subject to termination at any time without notice and no employee benefits accompany this employment, except that Social Security benefits will be provided. It is agreed that appointee will abide by and understand that employment is subject to the policies of the Tennessee Board of Regents and the institution.

I agree to abide by the terms of the Drug-Free Workplace Act of 1988 as defined in published institution statements and policy. I also agree to notify the Human Resource Services Office of any criminal drug conviction for a violation occurring in the workplace no later than five days after such conviction.

I agree to comply with all applicable laws, policies, and guidelines including, but not limited to, those regarding the use of information technology resources and the confidentiality and integrity of information assets.

I agree to abide by the policies of the Tennessee Board of Regents and of Middle Tennessee State University regarding Intellectual Property and hereby acknowledge my responsibilities under those policies to disclose and possibly assign (as required under policy) Intellectual Property rights developed by me, either solely or jointly with others, during the term of my employment, and to otherwise assist MTSU as required by policy in protecting rights it may have in that Intellectual Property.

I am am not employed as a regular part-time or regular full-time employee at another state agency or institution. In order to process a payroll check, federal regulations require disclosure of your retirement system(s). If none, please write in none. Retirement System _____

I accept this appointment under the conditions described above. I understand that this appointment is not approved until all signatures have been obtained.

If I am granted access to Student Records in the course of my employment, I agree to comply with the provisions of MTSU Policy II:02:00 Access to Educational Records, and I will complete the FERPA tutorial, <http://www.mtsu.edu/records/ferpa/ferpa.php> within 30 days of the date of my signature.

Appointee's Signature _____ Date _____

AUTHORIZATION

_____ Department Head*	_____ Date	_____ President	_____ Date
_____ PI	_____ Date	_____ Graduate Dean	_____ Date
_____ Dean	_____ Date	_____ Institutional Equity and Compliance	_____ Date
_____ Vice President	_____ Date	_____ Human Resource Services	_____ Date

*For teaching assignments, signature denotes appointee meets TBR and SACS requirements for English proficiency.

CODES

CITIZENSHIP

Y	U.S. Citizen
N	Non-Resident Alien
P	Political Asylee/Refugee
R	Permanent Resident Alien

RACE

10	Alaskan Native
20	American Indian
30	Asian
40	Black—or African American
50	Hispanic
60	White
70	Native Hawaiian or Other Pacific Islander

MARITAL STATUS

D	Divorced
M	Married
P	Separated
S	Single
W	Widowed

EMPLOYEE CLASSIFICATION

AD	Administrative/Professional
AE	Executive Administrative
AF	Adjunct Faculty
AP	Part Time Administrative
CH	Coaches
CL	Clerical/Support Staff
CP	Part Time Clerical/SS
EX	Extra Compensation
F9	9/10 Month Faculty
FA	Faculty 12 Month
GA	Graduate Assistant
PR	Post Retirement
PS	Campus School
RA	Resident Assistants
ST	Student Employees
SW	College Work Study
TH	Temporary Hourly Employees
TS	Temporary Flat Rate Employees

BUILDING CODES

ABER	Abernathy Hall
ALOF	Alumni Office
ALUM	Alumni House
AMG	Alumni Memorial Gym
BAS	Business and Aerospace Building
BDA	Boutwell Dramatic Arts Building

BH	Beasley Hall
BLH	Black House, 1417 E. Main (TCWNHA)
CAB	Cope Administration Building
CH	College Heights Building
CKNB	Cason-Kennedy Nursing Building
COE	College of Education Building
COGN	Central Utility Plant/ Cogeneration Plant
COMM	John Bragg Mass Communication Building
CORL	Corlew Hall
CSB	Central Services Building (Day Care Center)
DH	Deere Hall
DSB	Davis Science Building
DYS	Tennessee Center for the Study and Treatment of Dyslexia
EHS	Ellington Human Sciences Building
EHSA	Ellington Human Sciences Annex
EZEL	Ezell Hall
FAIR	Fairview Building
FH	Forrest Hall
GH	Greenhouse
GRH	Gracy Hall
HARR	Harrison House, 1416 E. Main (Center for Historic Preservation)
HC	Horticulture Facility
HH	Haynes House, 1411 E. Main
HMA	Housing Maintenance Annex
HOB	Holmes Building (Maintenance Complex)
HONR	Paul W. Martin Sr. Honors Building
ING	Sam H. Ingram Building
JACK	Tom H. Jackson Building
JCH	Jim Cummings Hall
JH	Jones Hall
JUB	James Union Building
JUDD	Judd Hall
KOM	Kirksey Old Main
KSHF	Rose and Emmett Kennon Sports Hall of Fame
KUC	Keathley University Center
LH	Lyon Hall
LIB	James E. Walker Library
LRC	Ned McWherter Learning Resources Center
MARY	Miss Mary Hall
MB	McFarland Building
MC	Murphy Center
MCH	McHenry Hall
MGB	Midgett Building

MOH	Monohan Hall
NEO	Naked Eye Observatory
NICK	Nicks Hall
OBS	Observatory
PCS	Homer Pittard Campus School
PH	Peck Hall
PHLP	Project Help
PHO	Photography Building
PKS	Parking Services Building, 1403 E. Main
POOL	Natatorium
PS	Public Safety, 1412 E. Main
PSB	Printing Services Building
REC	Health, Wellness, and Recreation Center (Health Services located inside the HWRC)
REH	Reynolds Hall
RH	Rutledge Hall
ROTX	ROTC Annex
SAG	Stark Agribusiness and Agriscience Center
SBA	Strobel Biology Annex
SBCH	Stephen B. Smith Baseball Clubhouse
SCA	Scarlett Commons Apartments 1-9
SCB	Sports Club Complex
SCH	Schardt Hall
SCP	Satellite Chiller Plant
SFA	Saunders Fine Arts Building
SIMS	Sims Hall
SMH	Smith Hall
STU	Student Union Building (under construction)
TB	Telescope Building
TENN	Buck Bouldin Tennis Center
TCM	Telecommunications Building
TLC	Tennessee Livestock Center
TODD	Andrew L. Todd Hall
VA	Vocational Agriculture
VH	Vaughn House, 1421 E. Main (Dept. of Criminal Justice Admin.)
VET	Voorhies Engineering Technology
WANH	Wansley House (Internal Audit)
WASS	Wassom House (Budget Office)
WC	Woodmore Cybercafe
WH	Warehouse (Maintenance Complex)
WLA	Womack Lane Apartments A-L
WMB	Wright Music Building
WPS	Wiser-Patten Science Hall
WSC	Wood-Stegall Center (Development and University Relations)