

Contract/Notification Comments/Contingencies

Code	Description
02	Faculty on a terminal appointment are not entitled to the privileges of a probationary-tenure appointment and are not considered in the ASPT process.
06	Your rank will be changed to Assistant Professor the next month after Human Resources receives verification of conferral of the terminal degree.
07	This appointment is contingent on department needs, student enrollment, and/or sufficient class enrollment.
09	You will be expected to perform duties associated with the grant.
10	Your appointment will expire and may not be renewed at the end of the above stated period. No further notice of non-reappointment will be provided.
11	This appointment constitutes <u>full-time</u> employment.
12	This appointment constitutes <u>part-time</u> employment.
20	The terms of your appointment as outlined in this notification supersede those in any other notification for this appointment.
21	This appointment notification supersedes any other notification now in effect for this appointment.
22	Nine months of this appointment are for professional responsibilities with the Department of Health, Physical Education, and Recreation, and the tenth month is for responsibilities associated with the Gamma Phi Circus.
23	This appointment is contingent upon continued funding from Special Olympics Illinois.
24	You will be expected to teach one class.
25	During your graduate assistantship or professional practice, you have the opportunity also to serve as an AmeriCorps member. For a full explanation of AmeriCorps requirements and benefits, please see the AmeriCorps Letter of Agreement provided to you by the Stevenson Center.
26	As a part of your coaching responsibilities, you will follow the regulations and guidelines of the National Collegiate Athletic Association (NCAA), the Missouri Valley Conference or the Gateway Football Conference, the Athletics Department and Illinois State University. Failure to do so may result in suspension without pay or termination of employment. In addition, the University follows the stipulation of the NCAA that violation of NCAA regulations shall be subject to disciplinary or corrective action as set forth in the provisions of the NCAA enforcement procedure, including suspension without pay or termination of employment for significant or repetitive violations. Your position is contingent upon your acceptance of these regulations and guidelines as stated and your continued adherence to them.
27	This contract of employment requires that any vacation and non-accumulative sick leave time available to you must be used prior to the final date of the employment period stated herein.
28	You will be expected to perform duties assigned by your chairperson.
29	Pursuant to Campus Security Act 88-629 and/or Public Act 93-909, this appointment is tentative, pending results of a criminal background check being conducted by the University. If the criminal background check reveals any history which would preclude continued employment, your appointment will be terminated.
30	You will be expected to participate in organized research activities.

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31	This appointment is in addition to that employment #specify contract or notification# which you received dated #_____#.
32	This supersedes that #specify contract or notification# received dated #_____#.
33	This supersedes the # (date to date) # portion of the #specify contract or notification# which you received dated #_____#.
34	You will be expected to supervise #_____# students.
35	Your formal duties and responsibilities will commence on # (date) # and will terminate on # (date) # or when # (employee's name) # is able to return to this assignment, which ever occurs first.
36	This appointment is contingent upon the receipt of an official transcript from #_____# indicating the #_____# degree has been conferred. An official transcript will bear the official signature of the Registrar, may have a university raised seal, and/or be printed on secured paper. A photocopy will not be accepted as an official institutional document. Please see that an official transcript is sent immediately to: Human Resources, Campus Box 1300, Illinois State University, Normal, IL 61790-1300.
37	An administrative increment of #_____# per month will be added to the monthly salary listed above until you return to your previous duties.
38	An administrative increment of #_____# per month will be added to the monthly salary listed above until you return to your regular teaching assignment.
39	You will begin work on #_____#. If it becomes necessary to utilize emergency days, you may be required to work no more than five additional school days beyond #_____#.
40	The salary stated above reflects your base salary plus an increment of #_____# for additional duties assigned by the principal. Should you not be involved with additional duties assigned by the principal, your salary will revert to its base of #_____#.
41	Your formal duties and responsibilities in this acting position will terminate on #_____# at which time you will return to your former position as #_____#.
42	Reappointment to the # (Academic or Fiscal) # Year # (year) # is contingent upon receipt of an official transcript indicating the completion of # (degree) # by # (date) #. An official transcript will bear the official signature of the Registrar, may have a university raised seal, and/or be printed on secured paper. A photocopy will not be accepted as an official institutional document. Please see that an official transcript is sent immediately upon completion of the above stated degree to: Human Resources, Campus Box 1300, Illinois State University, Normal, IL 61790-1300
43	As Emeriti faculty, your title for this appointment is # (Research Last Title With Rank) #.
46	You will be expected to teach #_____# classes.
47	As a part of your regular assignment, you are expected to design and conduct golf lessons, clinics, and workshops. You may provide individual professional golf instruction during non-working hours. Said instruction shall not in any way interfere with your job responsibilities at Illinois State University. You will be personally responsible for reporting such income (including FICA and withholding taxes) to the appropriate agencies.

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48	Consideration for reappointment to Academic Year #____# is contingent upon receipt of an official transcript indicating a Ph.D. or equivalent terminal degree by #____#. Failure to complete this degree by the date specified will result in immediate termination of your appointment on #____#. \$ #____# will be added to your base salary beginning the month following receipt of an official transcript in the Office of Academic Personnel of the noted degree. An official transcript will bear the official signature of the Registrar, may have a university raised seal, and/or be printed on secured paper. A photocopy will not be accepted as an official institutional document. Please see that an official transcript is sent immediately upon completion of the Ph.D. or equivalent terminal degree to: Human Resources, Campus Box 1300, Illinois State University, Normal, IL 61790-1300.
49	Consideration for reappointment to Academic Year #____# is contingent upon receipt of an official transcript indicating a Ph.D. or equivalent terminal degree by #____#. Failure to complete this degree by the date specified will result in immediate termination of your appointment on #____#. No additional amount will be added to your base salary upon completing the degree noted. An official transcript will bear the official signature of the Registrar, may have a university raised seal, and/or be printed on secured paper. A photocopy will not be accepted as an official institutional document. Please see that an official transcript is sent immediately upon completion of the Ph.D. or equivalent terminal degree to: Human Resources, Campus Box 1300, Illinois State University, Normal, IL 61790-1300.
50	The terms of your appointment as outlined in this #notification/contract# represent volunteer service with no monetary compensation.
51	An administrative increment of #____# per month will be added to the monthly salary listed above from #(Beginning Date to Ending Date)#.
53	This non-continuing appointment for the above-stated period is contingent upon availability of grant funds and may terminate with a 30-day notice.
54	In accordance with University Policy 3.2.10 your title for this appointment is # #.
55	Continuation of this appointment beyond # _____ # is contingent upon a valid work authorization date.
56	The #(begin date - end date)# portion of this externally funded appointment is contingent upon availability of grant funds.
57	Because you have achieved status, the salary for this appointment includes your Longevity Stipend of \$150 per month prorated to the amount of time contracted for this appointment, per the terms and conditions outlined in the Non-Tenure Track Faculty Bargaining Agreement.
58	The base salary for this appointment includes your #(number)# longevity stipend of #(amount)# per month, prorated to the amount of time contracted for this appointment.
60	Consideration for reappointment to Academic Year #____# is contingent upon receipt of an official transcript indicating a Ph.D. or equivalent terminal degree by #____#. Failure to complete this degree by the date specified will result in immediate termination of your appointment on #____#. \$ #____# will be added to your base salary beginning the semester following receipt of an official transcript in Human Resources of the noted degree. An official transcript will bear the official signature of the Registrar, may have a university raised seal, and/or be printed on secured paper. A photocopy will not be accepted as an official institutional document. Please see that an official transcript is sent immediately upon completion of the Ph.D. or equivalent terminal degree to: Human Resources, Campus Box 1300, Illinois State University, Normal, IL 61790-1300.
61	This appointment is contingent upon continued funding from the #____#.

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62	Due to funding limitations, the % appointment for staff may be varied over the course of the contract period. Any reduction in % of appointment will be made with 75 days notice to employee. In the event of an increase in the % of appointment, if mutually agreed upon by the employee and IMEC, the increase may be implemented with less than 75 days notice.
99	(Used for free flowing specific/unique text.)

The data between the # signs will be reproduced verbatim.